

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
February 3, 2017

Carol Stafford, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 10:09 a.m.

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

Attendees

Governing Board: David Cressy; Celeste Falconer; Jan Robert; Ligia Soileau; Carol Stafford

Absent: TaMarlon Carter; Danielle Keys; Gary Porter

Board Appointment Pending

The following board appointment is pending:

- Tangipahoa Parish

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D., Medical Director; Lori Wager, FPHSA/Administration; Janise Monetta, FPHSA/DDS; Joseph Bodenmiller, FPHSA/BHS; Kelly Rabalais, St. Tammany Parish Government; Janet Gordon, FPHSA/Administration

Prayer was offered by Mr. Cressy.

2017 Officers

Ms. Stafford was reappointed at the last meeting to serve a consecutive term as Board Chair for 2017. The board nominated Ms. Keys to serve a consecutive term as Vice Chair for 2017. Mr. Cressy made a motion to reappoint Ms. Keys as Vice Chair for a consecutive one-year term; seconded by Ms. Soileau. The motion passed unanimously.

Ms. Keys will be sworn in and issued the oath of office upon her return in April.

Swearing-In Ceremony

Attorney Patrick Coudrain with CASHE COUDRAIN SANDAGE issued the oath of office to Mr. Cressy, representing St. Tammany Parish and Ms. Stafford, representing Livingston Parish who were both reappointed to serve a consecutive term on the FPHSA Governing Board. Ms. Stafford was also issued the oath of office to serve a consecutive one-year term as the Governing Board Chair.

Ms. Stafford informed the board that a 2016 attendance recap report was available in each of their packets, as well as the Financial Disclosure Statement reminder memos and forms (Form 417).

Consent Agenda

Ms. Stafford extended an offer for additional agenda items or new business. No new business was presented.

Agenda

Mr. Cressy made a motion to adopt the agenda as presented; seconded by Ms. Robert.

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absences Rev. Carter and Ms. Keys; seconded by Ms. Falconer. (No request was submitted by Mr. Porter.)

The motion passed unanimously.

Approval of Minutes

Ms. Robert made a motion to adopt the December 13, 2016, 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.

Safe Haven Presentation

Ms. Kelly Rabalais, Executive Counsel to St. Tammany Parish Government, presented the Safe Haven master plan to the board. She reported that the project is currently moving into the implementation phases. The governing board expressed interest and offered their support to partner with the St. Tammany Parish Government in this project and requested that a Cooperative Endeavor Agreement be developed with input by Mr. Kramer that could be presented back to the board for review.

Executive Director Report

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

1. CARF Survey: The CARF survey was conducted Monday through Wednesday of last week. CARF accreditation is necessary to bill Medicaid and many other payers and is recognized as a sign that the organization is adhering to certain rigorous standards and is committed to providing quality services. FPHSA will not get the official report for another 5-6 weeks but Mr. Kramer indicated that he believed the survey went well. The survey team had many compliments about agency services

and the people providing them. As with any survey, there were some areas for improvement found that will be detailed in the final report. This feedback will be used to take corrective action and further improve our services.

2. Reports/Data: One of the many projects that Mr. Kramer planned to initiate after CARF was to refine processes for collecting, reporting, and utilizing data. Some of the feedback received from the surveyors, internal observations during the survey, and some of the likely findings from the survey reinforced Mr. Kramer's belief that this is a priority. As an agency, an incredible amount of data is collected that must be reported to various agencies and regulatory bodies. It is apparent that some of the processes to collect this data are not ideal. There are multiple reasons for this and not all of them are completely within control but it is the expectation that staff will work towards collecting pertinent data and using it appropriately to make decisions to improve services. It is also the expectation that this will allow for better information sharing with the board to make better informed decisions regarding services and effectiveness.
3. Assistant Behavioral Health Director Change: Mr. Kramer indicated that a small reception was held last week honoring the Assistant Behavioral Health Director, Bernice Williams, on her retirement. Bernice served FPHSA in roles including Clinic Manager at Slidell Addictive Disorders and, most recently, Assistant Behavioral Health Director. She had nearly 40 years of state service and her contribution will be missed. The agency has, however, been fortunate to add Joseph Bodenmiller to the team to take over the role as Assistant Behavioral Health Director. Joseph has years of experience in the field including many in progressively responsible roles at JPHSA and is an ideal candidate to help the team move forward in its various endeavors.
4. Request for Services Registry (RSR) Project Update: Over the past several months, it's been discussed about the upcoming project planned between the Office for Citizens with Developmental Disabilities and the LGEs to evaluate the level of need and services currently being provided to individuals on the Request for Services Registry (RSR) for waiver services. The contracts were approved by the Division of Administration and the work to perform the evaluations has begun. Out of the approximate 15,000 individuals on this list statewide, there are just over 1,500 in this district. We have contracted with two organizations to conduct these evaluations and their staff have been trained and are currently in the field working with the individuals on the list. The intent was to be able to screen all individuals on the list by the end of the fiscal year. Due to the delay in getting the contracts approved, it is not likely to be completed by the end of the year and the project may extend into the next year.
5. Flood Recovery Updates: Work has continued to recover from the March and August floods that impacted the Bogalusa and Denham Springs Clinics, respectively. Because the Denham Springs property was a leased space and not subject to the processes involved with construction work to state buildings, it has been repaired and is now fully operational at the same capacity as prior to the flood. The Bogalusa Clinic, though, is a state-owned building and the process will take a bit longer. The process is moving along and a meeting was held just this week with the designer to put the finishing touches on the plans for the construction documents. It is likely that it will take at least a year for this process to be completed. Until the permanent space is repaired, a temporary location just around the corner from the original site is being utilized so all individuals in the Bogalusa area needing services will still be able to receive them with little disruption.
6. Mid-Year Budget Deficit: A mid-year budget deficit was officially recognized last week by Governor Edwards when the Joint Legislative Committee on the Budget (JLCB) met last Friday. The current fiscal year deficit is projected at \$304 million and the Governor called for a special session later this month to work to close that gap. A main point of discussion around how to fill this gap includes the use of \$119 million dollars in the rainy day fund. Governor Edwards made it clear that he thought that the most responsible plan for dealing with the deficit would include use of the rainy day fund

while some members of the legislature have indicated that they would prefer to make up the deficit through budget cuts. One such plan came from Representative Lance Harris calling for LDH to absorb a cut of \$147 million. As is generally the case when these types of discussions are ongoing, FPHSA was asked to submit budget scenarios that would play out should a certain number of dollars need to be cut from our budget. The potential impacts of these scenarios, in the worst case, are particularly devastating but it is hoped that that outcome will not come to pass. The Governor's office requested feedback from stakeholders on the potential impact of these cuts to hopefully be used to justify to the legislators why the use of the rainy day fund is necessary. Governor Edwards' budget plan is set to be released on February 6th and the special session begins February 13th and runs through February 22nd. FPHSA will be monitoring the session and participating in conversations with the LDH's budget office as the process moves forward and hope for as little impact as possible under the circumstances.

7. FY 18 Budget: Shortly after the mid-year budget issue is resolved, it will be time to begin deliberations on next fiscal year's budget (FY18- July 1, 2017 through June 30, 2018). That budget is already projected to be approximately \$400 million short but it is hoped that with annualization of the mid-year cuts that some of this projected deficit will be settled. One item that came under some scrutiny in current budget meetings, including last Friday's, is the ability of some agencies to retain excess collections above budgeted amounts in escrow. While no decisions were made in this discussion last week, it seems apparent that some legislators are eyeing those funds to offset budget deficits. This was not the intent of these funds so we would and it is expected that there will be further discussion on this issue in the coming months. Mr. Kramer indicated that it may be prudent for the board to consider authorizing use of some escrow funds for one-time expenses that would otherwise be put off due to budget reductions, such as IT purchases, etc. Whatever decisions are made, FPHSA will continue to use resources available to serve as many individuals as possible with the services they require to lead satisfying and productive lives in our community.
8. FPHSA News: Mr. Kramer indicated that two Hammond Daily Star newspaper articles were made available in the board packets with FPHSA being featured regarding services in Tangipahoa Parish (from attending the Tangipahoa Parish Council Meeting) and the other about needing more services.
9. Potential Board Member for Tangipahoa Parish: Mr. Kramer discussed the vacant Tangipahoa Parish board position. He announced that Ms. Katie Corkern was appointed by the Tangipahoa Parish President pending a resolution approving her appointment by the parish council. Ms. Corkern had hoped to be in attendance at today's meeting to observe but could not attend. The board was in full support of her nomination.

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

The motion passed unanimously.

Financial Report- January 2017:

Ms. Sibley, CFO, disseminated a current budget analysis for FY 2017 (July 1, 2016- June 30, 2017) which reflected a balanced budget as of December 31, 2016. She explained that FPHSA has received one mid-year budget cut to date, and anticipates more cuts to come.

Ms. Falconer made a motion to accept the Financial Report; seconded by Ms. Soileau.

The motion passed unanimously.

Policy Review

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

- 012 Executive Limit-Financial Planning and Budgeting
- 900-Media Relations (Agency Policy)

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

The motion passed unanimously.

Strategic Planning

Website/ Advocacy

Mr. Kramer indicated that he hopes the website will be launched by the end of the month. FPHSA is finalizing some of the content but hopes to work out the fine details as quickly as possible. FPHSA is also pursuing membership with "Constant Contact" to enhance communication with newsletters and targeted emails with staff, community, and stakeholders, etc. There are a few other useful tools with the service that the agency hopes to also utilize.

Foundation

Mr. Cressy indicated that he and Mr. Kramer plan to work together to get some more information from another LGE regarding their foundation for assistance. Mr. Cressy requested names and contact information for any potential foundation board members.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board will be on Friday, February 24, 2017, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

A calendar outlining the 4th Friday's of each month in 2017 was made available to the board outlining future meeting dates as a reference.

Ms. Robert made a motion to adjourn the meeting; seconded by Mr. Cressy.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

02/24/17

Date



Richard J. Kramer, Executive Director

2-24-17

Date



Carol Stafford, Board Chair

2/24/17

Date