

Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

March 22, 2019

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

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

Attendees

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

Absent: Cheryl Smith

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, CFO; Rebecca Soley, FPHSA/Administration; Janise Monetta, FPHSA/Administration-DDS; and Schoener LaPrairie, FPHSA/Administration

Prayer was offered by Mr. Lentz.

Agenda/Consent Agenda

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

Mr. Cressy made a motion to approve the agenda as presented; seconded by Ms. Gary.

The motion passed unanimously.

Excused Absences

Mr. Cressy made a motion to excuse the absence of Ms. Smith; seconded by Ms. Stafford.

The motion passed unanimously.

Approval of Minutes

Ms. Gary made a motion to adopt the February 22, 2019, meeting minutes as written; seconded by Mr. Lentz.

The motion passed unanimously.

Public Input

Dr. Metcalf 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 March to members of the governing board. He outlined the content which included:

1. **Annual Accountability Plan Audit:** On March 14th the Office of Behavioral Health and Office of Developmental Disabilities visited FPHSA's administration, Developmental Disabilities section, Bogalusa Behavioral Health Clinic, and Mandeville Behavioral Health Clinic to conduct the annual Accountability Plan audit which reviews compliance with the conditions required by the federal government to receive black grant dollars. We have not received our final report yet but the reviewers of all four areas were full of praise regarding our programs and their compliance. Our final results should be arriving in the coming weeks and we expect our compliance score to be in the high 90s.
2. **FQHC:** Our first application for the new access point to become a federally qualified health center was submitted earlier this month with the final application due to be submitted on April 11th. Much work is being done to develop budgets and draft operational plans for the submission. After submission we will not hear until September if we've received the grant and will then have 90 days to meet all the requirements of FQHC participation. In the meantime, we will begin offering primary care services out of the Hammond clinic regardless of FQHC status. The plan we are submitting also calls for primary care services to be added to Washington parish and we are currently exploring having those services split between Franklinton and Bogalusa with space being the likely deciding factor.
3. **Tangipahoa Parish Job Fair for Individuals with Disabilities:** Our team who worked to put together the job fair met to discuss the outcomes of the successful Tangipahoa job fair held last month and to begin planning of the next one. It was decided that the next job fair would take place in Livingston parish in late summer or early fall and efforts are underway to secure a venue and date so that recruiting can commence.
4. **Pride Drive Expansion:** As our operations continue to expand we are finding that our Pride Drive location no longer has options available for new programs and/or staff. We will soon need to begin looking at options around the Hammond area for relocation of some or all departments currently housed at this location. If we can find a location that will accommodate all of the departments and additional anticipated growth we could move locations entirely, not accounting for any terms of the lease. What is more likely is that we could find a spot to move certain departments to a new location and leave room for the clinic to expand at this location into the space vacated here.
5. **DCFS Collaboration:** We were recently approached by the Department of Children and Family Services with the goal of reinstating a program that existed many years ago between FPHSA and DCFS. DCFS reports that there is an incredibly high number of children being removed from their families due to parental substance use issues in our area, particularly in Livingston parish. We are exploring partnering with DCFS to imbed a social worker in their offices to help screen for substance use issues and make recommendations on treatment with the hope that the appropriate interventions will result in less out of home placements for children.
6. **Opioid Epidemic Campaign:** The Louisiana Department of Health recently made some grant dollars available to purchase media for prevention efforts related to opioid use. In our region that will result in some radio and tv commercials as well as billboards and flyers placed around various locations in our five parish area. The marketing will not mention FPHSA by name but will direct people to a central website that then allows for links to the local resources. It is hoped

that this will help make access to services more available to those struggling with opioid addiction in our communities.

7. Crisis Intervention Training: Earlier this week we had several staff participate in the Crisis Intervention Training train the trainer event held at St. Tammany Parish Sheriff's office. Several FPHSA staff are now trained to be a part of ongoing trainings for sheriff's office staff that will improve their responses to behavioral health crises in the community.
8. Financial System: Rachelle and I spent three days earlier this week in Baton Rouge with Capital Area Human Services District and Imperial Calcasieu Human Service District Executive Directors and Chief Financial Officers working with a consultant on a plan to take over all fiscal duties currently performed by LDH for us. This will involve a bit of work to restructure how our processes work but will result in greater efficiency and less reliance on LDH for processing of our payments and other activities. We had requested funding and positions to make this switch in next year's budget but those requests have not be included in the preliminary budget documents at this point. We will continue to advocate for these items throughout the session and hope that they will be funded at some point and decide when and how to proceed from that point.
9. Developmental Disabilities Services Information: Mr. Kramer provided some developmental disabilities services data for December 2018, January 2019, and February 2019 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including Referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF and the number on the waiting list; and Waiver Information including those receiving Waiver Services and the number on the waiting list.
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 for December 2018, January 2019, and February 2019.

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

The motion passed unanimously.

Financial Report- March 2019:

Ms. Sibley presented the Financial Report for March 2019 as follows:

Fiscal Year 2019 (July 1, 2018 – June 30, 2019)

Ms. Sibley disseminated the Monthly Budget Report for month ending February 28th. FPHSA's current FY19 budget analysis reflects a projected deficit; however, it is projected that funds will be transferred into escrow due to over-collections in self-generated revenue. Fiscal will continue to monitor revenue and expenditures closely.

Ms. Pellichino made a motion to accept the financial report as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Board Business

Board Appointment Terms

Dr. Metcalf indicated that Rev. Porter's term is expiring May 2019. Rev. Porter expressed a desire to remain on the board.

Mr. Cressy made a motion in support of Rev. Porter's continued service and that FPHSA submit a letter to St. Helena's appointing authority on the board's behalf recommending his reappointment to serve a consecutive term for their consideration; seconded by Ms. Pellichino.

The motion passed unanimously.

FQHC Co-Applicant Agreement

Mr. Kramer presented and discussed the proposed co-applicant agreement and requested the board's consideration to enter into a co-applicant agreement with the newly proposed entity, Northshore Community Health System, with the intention of jointly applying to operate a Federally Qualified Healthcare Center (FQHC). The application to apply for the grant to become an FQHC is April 11, 2019. Once the new entity is formed, the Board Chair would need to sign and authorize the co-applicant agreement on behalf of the board.

Mr. Lentz made a motion authorizing the Board Chair to sign and authorize the co-applicant agreement on behalf of the board with full faith and confidence in the Executive Director to guide this process; seconded by Ms. Keys.

The motion passed unanimously.

FQHC FPHSA Board Nomination

Mr. Kramer indicated that the FPHSA Governing Board can nominate someone from the board to also serve on the FQHC Board.

Ms. Keys made a motion nominating Dr. Metcalf to serve on the FQHC Board; seconded by Mr. Lentz.

The motion passed unanimously.

Ms. Keys made a motion nominating Mr. Cressy to serve on the FQHC Board; seconded by Ms. Pellichino.

The motion passed unanimously.

Board Policy Review

Mr. Kramer presented Board Policy 003 Executive Limits- Treatment of Agency Staff for the board's annual review and consideration.

Mr. Porter made a motion to accept the policy as presented; seconded by Ms. Keys.

The motion passed unanimously.

2019 Meetings/Calendar

The board reviewed the 2019 board meeting schedule. Due to scheduling conflicts for the June meeting, Mr. Porter made a motion to reschedule the June Board Meeting to June 21, 2019; seconded by Ms. Keys.

The motion passed unanimously.

Financial Disclosure Statements

The board was reminded that the deadline to file their annual financial disclosure statements is May 15, 2019.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, April 26, 2019, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

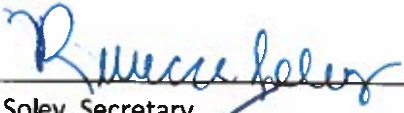
Adjournment

Mr. Lentz made a motion to adjourn the meeting; seconded by Ms. Pellichino.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



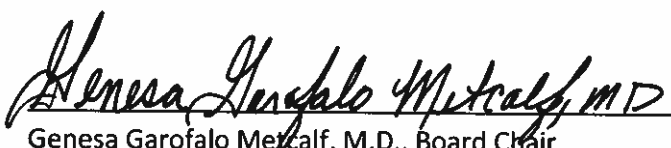
Rebecca Soley, Secretary

05/23/19
Date



Richard J. Kramer, Executive Director

5-24-19
Date



Genesa Garofalo Metcalf, M.D., Board Chair

5/24/19
Date