

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
May 24, 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; Timothy Lentz; Gary Porter; Genesa Garofalo Metcalf, M.D; Mona Pellichino; Cheryl Smith; and Carol Stafford

Absent: Danielle Keys

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

Mr. Lentz made a motion revising the agenda to remove "Board Member Attendance" from the agenda; seconded by Mr. Cressy.

The motion passed unanimously.

Excused Absences

Ms. Pellichino made a motion to excuse the absence of Ms. Keys; seconded by Ms. Stafford.

The motion passed unanimously.

Approval of Minutes

Mr. Cressy made a motion to adopt the March 22, 2019, meeting 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 submitted a copy of the Executive Director's Report for May to members of the governing board. He outlined the content which included:

1. **Budget Update**: As mentioned in a previous meeting, the original budget submitted by LDH for FY 19-20 called for a reduction of 3 positions and the funding that goes along with those positions. An amendment has passed through the House that restores both the positions and the funding. House Bill 105 must still make it through the Senate and the Governor before it is final but it is hoped that this correction will survive any further changes. In addition to this proposed reduction we were asked for reduction scenarios based on other proposals in the LDH overall budget. If these were to be incorporated into the final budget our case management positions and some vacancies would be impacted. No further information has been given regarding those scenarios and there is currently no reason to believe they will be made official but we will continue to monitor as the session nears its conclusion.
2. **Zero Suicide Summit**: Our first ever Zero Suicide summit was held in April where we were able to have Kevin Hines and Dr. April Foreman speak to our staff as we continue to work towards full implementation of the Zero Suicide concept. The effort was a great success and puts us a step closer to our goal of eliminating suicides among our population. Out of this effort I have been contacted by the American Association of Suicidology who would like to feature our organization in some live chats and articles as an example of some good things happening around suicide prevention.
3. **Primary Care Services Ramping Up**: Since our last meeting our primary care practitioner has begun work and has been working along with Dr. LaPrairie to establish the procedures and protocols to prepare for the offering of primary care services. The equipment for the exam rooms was received yesterday and we anticipate these services being added in the next 30 days. Along with those efforts, we are continuing our efforts to move towards FQHC or look alike status early next year. Our application was submitted on April 11th. FPHSA was informed that over 600 applications have been received for 75 awards so it remains to be seen whether we will get a new access point grant or not but the preparation to become an FQHC is virtually the same as the work to become a look alike so we will proceed with our preparations and be prepared to move forward in the appropriate direction for either outcome.
4. **DCFS Pilot**: FPHSA has begun the pilot program discussed at the last meeting to imbed a therapist with DCFS. We will evaluate the effectiveness and any needed changes to the plan next month with hopes to formalize an agreement for the coming fiscal year.
5. **New Agency Phone System**: The phone system for the clinics has been completely replaced and many staff are now able to be reached directly rather than being bounced around from person to person. There are still some tweaks to be made in the flow but, overall, it should make for a more efficient and customer friendly experience. Once the system is fully implemented and no longer being adjusted we intend to poll users to get their input on how it is affecting their experience so that we can ensure it is improving the experience of the people that we serve and making it easier for them to access services.
6. **New Mandeville Pharmacy**: The Mandeville pharmacy is officially open and serving our clients there which will greatly improve the likelihood of medication compliance and thus

improve outcomes. Genoa, who is the provider, has been a great partner and are continuing to look at how they can add to our operations to continue to improve the services we offer. A Genoa employee is being assigned to work out of the Denham Springs clinic to help with medication authorizations and other efforts that can expedite getting the appropriate medications to clients. This model has been successful in our other clinics and will be a welcomed addition in Denham Springs.

7. Employment Fair for Individuals with Disabilities: Our next developmental disabilities job fair is scheduled for July 25th at First Pentecostal Church in Denham Springs. Facebook and other advertisements have begun being distributed and employers solicited for participation. It is expected that we will again have great participation from the community with some employers who participated in Tangipahoa committing to also participate in Livingston. The Office for Citizens with Developmental Disabilities has taken steps to encourage similar efforts in other areas after learning of our efforts in the Florida Parishes and we hope that this will help move the needle in our state with regard to inclusion of individuals with developmental disabilities across the workforce.
8. FPHSA Chief Operating Officer: Rachelle Sibley has been detailed to the position of Chief Operating Office effective this past Monday. It is anticipated that, once additional help is hired to cover fiscal responsibilities, that the COO will oversee administrative functions with possible direct supervision of departments such as fiscal, human resources, and information technology. With the many critical projects coming up over the next year it will be important to ensure that we have the right people in place to ensure that our progress does not lose momentum.
9. Developmental Disabilities Services Information: Mr. Kramer provided some developmental disabilities services data for February, March, and April 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 February, March, and April 2019.

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

The motion passed unanimously.

Financial Report- May 2019:

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

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

Ms. Sibley disseminated the Monthly Budget Report for month ending April 30th. 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.

Mr. Cressy made a motion to accept the financial report as presented; seconded by Ms. Smith
The motion passed unanimously.

Board Business

Board Resolution: Use of Escrow Funds

Mr. Kramer requested the board's consideration for approval of the use of escrow funds as a contingency plan to prevent an overall deficit situation of appropriated funding needed to continue operations and service provisions through the end of the Fiscal Year 2018-2019.

Mr. Lentz made a motion approving the use of escrow funds as noted; seconded by Ms. Gary.
The motion passed unanimously.

Purchase Request Approval: Narcan Purchase

Mr. Kramer requested the board's consideration for the purchase request approving the purchase of Narcan over \$25,000 per FPHSA policy.

Ms. Pellichino made a motion approving the purchase request as presented; seconded by Ms. Smith.

The motion passed unanimously.

Strategic Planning

Mr. Kramer polled the board about scheduling a strategic planning meeting with the board and the agency's executive leadership team. The board requested a facilitator for the meeting and various dates be proposed to start the planning process for the event.

Board Policy Review

Mr. Kramer presented Board Policy 015 Executive Limits- Compensation and Benefits for the board's annual review and consideration.

Mr. Cressy made a motion to accept the policy as presented; seconded by Ms. Pellichino.
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, June 21, 2019, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.


Adjournment

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

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



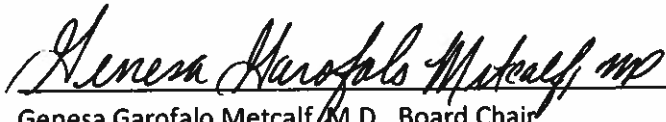
Rebecca Soley, Secretary

06/21/19
Date



Richard J. Kramer, Executive Director

6-21-19
Date



Genesa Garofalo Metcalf, M.D., Board Chair

6/21/19
Date