

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
January 24, 2020

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:39 a.m.

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

Attendees

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

Absent: David Cressy

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Operating Officer; Rebecca Soley, FPHSA/Executive Administration; Janise Monetta, FPHSA/Developmental Disabilities Services; Pauline Stafford, Guest

Prayer was offered by Rev. Porter.

Agenda/Consent Agenda

~~Dr. Metcalf extended an offer for additional agenda items or revisions to the agenda. Ms. Gary made a motion to adopt the agenda as presented; seconded by Ms. Keys.~~

The motion passed unanimously.

Excused Absences

Rev. Porter made a motion to excuse the absence of Mr. Cressy; seconded by Ms. Keys.

The motion passed unanimously.

By-Law Review (Officer Terms)

Dr. Metcalf indicated that the current by-laws reads that "No officer may serve more than two consecutive full terms in the same office." Two revisions were discussed by the board: (1) Strike this complete sentence from the by-laws or (2) Revise the by-laws to read ""No officer may serve more than three consecutive full terms in the same office."

Option 1 Vote: Strike sentence "No officer may serve more than two consecutive full terms in the same office."

In favor: Dr. Metcalf; Mr. Lentz

Opposed: Ms. Gary; Ms. Keys; Rev. Porter; Ms. Smith; Ms. Stafford; Ms. Pellichino.

Option 2 Vote: Revise sentence to read “No officer may serve more than three consecutive full terms in the same office.”

In favor: Ms. Gary; Ms. Keys; Rev. Porter; Ms. Smith; Ms. Stafford; Ms. Pellichino.

Opposed: Dr. Metcalf; Mr. Lentz

Ms. Gary made a motion adopting option 2 to amend the by-laws to read “No officer may serve more than three consecutive full terms in the same office”; seconded by Ms. Pellichino.

The motion passed unanimously.

Swearing-In Ceremony

Attorney Patrick Coudrain with CASHE COUDRAIN BASS issued the oath of office to Rev. Porter representing St. Helena Parish and Ms. Stafford representing Livingston Parish who were reappointed to serve a consecutive governing board member term.

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

Approval of Minutes

Ms. Pellichino made a motion adopting the December 6, 2019 minutes as written; seconded by Ms. Gary.

The motion passed unanimously.

Public Input

Dr. Metcalf welcomed all in attendance and extended an opportunity for public input.

Dr. Metcalf shared that she and Aimee Foil, FPHSA Clinic Manager of Rosenblum Behavioral Health Clinic gave an informative presentation at The Round Table Committee in Hammond. The Round Table was established in 1909 and is a group of civically informed ladies who learn about the community and share the information. Dr. Metcalf said it was an “amazing experience.”

Ms. Pellichino indicated that she attended a Trauma and Addiction Conference recently and requested that in the future we have a speaker come present to the board how trauma and addiction relate, especially due to the opioid epidemic.

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 following:

1. Zero Suicide – The work for the Zero Suicide grant is underway with the Cognitive Behavioral Therapy for Suicide and Depression scheduled for late March at the Northshore Community Technical College in Lacombe. This event will not only be open to our own staff but we are inviting agencies from across the area as well to expand the suicide treatment network in our area. Contracts are in process for other grant activities and we will be launching a media campaign in the coming months as well.
2. CARF – Our triennial CARF survey was conducted last month and went exceptionally well. While we have not yet received the official report, the surveyors were overflowing with praise about our staff, our organization, and the work we do. As always, there were some findings which were all very minor and mainly related to issues we had already identified and were working to improve prior to the survey. Mr. Kramer also expressed his interest in becoming a CARF surveyor and felt it would be beneficial to the agency.
3. Residential Environmental Issues – One thing that we expect will be a deficiency in our final CARF report is related to the unacceptable condition of the bathroom and shower area at the residential unit on the Safe Haven campus. This space is leased from St. Tammany Parish and, though they've worked with on minor repairs and improvements, they have deteriorated to the point that a bigger renovation is needed. The parish put the project out for bid last month and we are awaiting word on when a complete bathroom/shower room renovation will occur.
4. Legislative Audit – We held our kickoff meeting yesterday with the Legislative Auditor's Office for our biannual procedural audit. They have already begun their work of looking into our systems and accounting controls and expect to conclude in April.
5. 2021 Budget – In December we received our proposed budget for 2021. While it looks like it is in relatively good shape at the moment, the funding and positions that would have allowed us to move our fiscal processing from LDH was removed. We were not expecting this to be the case as we were encouraged to include it so it may not be something that will not be revived but we will have to monitor throughout the session as always and ask for a reconsideration should the opportunity arise.
6. DD Project – In addition to the job fairs that we began last year, the committee is now working on doing online education/informational videos on various topics related to disabilities and employment. These can be made available through social media and our website and we hope to use this forum to educate job seekers and employers alike about the benefits of employing people with disabilities as well as about supports that may be available to help.
7. TEFRA – During last week's Health Services Interagency Council meeting LDH presented a revised plan for TEFRA implementation that they propose will allow for more individuals to be served. Under the new plan LDH will make services available through an 1115 waiver rather than a 1915(c) waiver. Under the new plan there are not a specified number of slots so there is not an expectation that there will be a waiting list. Those who receive services under Act 421 will be eligible to receive regular state plan services rather than waiver services. It was stated that the change in direction was in response to stakeholder feedback.
8. AOT – Today a grant will be submitted by the 22nd Judicial District Court to SAMHSA to fund the development of an Assisted Outpatient Treatment program. As partners with the 22nd JDC and the agency responsible for certain aspects of AOT according to the AOT law, FPHSA will play a major role in this effort should the grant application prove successful. This will be an important new option to ensure that those with severe mental health symptoms most at risk for negative outcomes receive the necessary treatment to be maintained successfully in the community.
9. Strategic Planning – Our strategic planning session is scheduled for February 19th at Northshore in Covington. We are still awaiting information from the facilitators on the final agenda but will share it electronically as soon as it is available.

10. Developmental Disabilities Services Information – Mr. Kramer provided some developmental disabilities services data for October, November, and December 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.
11. 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 October, November, and December 2019.

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

The motion passed unanimously.

Financial Report- January 2020:

Ms. Sibley presented the Financial Report for January 2020 as follows:

Fiscal Year 2020 (July 1, 2019 – June 30, 2020)

FPHSA's current FY 2020 budget analysis, as of December 31st reflects a projected deficit; however, we are projecting collecting over the self-generated budget to be transferred to escrow at the close of the fiscal year. An analysis of FPHSA's operating and escrow budget was disseminated to the board. The Fiscal Department will continue to monitor revenues and expenditures closely.

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

The motion passed unanimously.

Board Business

Board Resolution Renewals: Agreements

Dr. Metcalf indicated that an updated board resolution was needed authorizing Mr. Kramer to enter into contracts, agreements, MOUs, etc.

Ms. Pellichino made a motion renewing the approval and authority of Richard J. Kramer, Executive Director, and the FPHSA Administration to enter into the following types of agreements on behalf of FPHSA: Memorandums of Understandings (MOUs); Cooperative Endeavor Agreements (CEAs); and/or interagency and/or intergovernmental agreements and/or contracts as deemed necessary in order to provide and/or enhance service delivery on behalf of FPHSA. By virtue of this board resolution, it is not required to bring these matters before the Board for approval prior to the signing and/or commitment to these agreements; seconded by Rev. Porter.

The motion passed unanimously.

Official Journal Selection

Ms. Keys made a motion continuing to use the Hammond Daily Star as the official journal of the authority; seconded by Ms. Pellichino.

The motion passed unanimously.

Annual Strategic Plan Review

Ms. Keys made a motion to postpone the review of the annual strategic plan to the strategic planning meeting scheduled on February 19th; seconded by Ms. Smith.

The motion passed unanimously.

Policy Review

Mr. Kramer presented the following policies as an annual review for the board's consideration:

- 001 Executive Limits- Global Executive Constraint
- 007 Executive Limits- Asset Protection
- 012 Executive Limits- Financial Planning and Budgeting
- Agency Policy 900 "Media Relations"
- Agency Procedure 900.1 "Engaging the News Media"
- Agency Procedure 900.2 "Official Use of Social Media"
- Agency Procedure 900.3 "Unofficial Use of Social Media"

Ms. Keys made a motion accepting the policies as presented for annual review; seconded by Ms. Stafford.

In favor: Ms. Keys; Mr. Lentz; Dr. Metcalf; Ms. Pellichino; Rev. Porter; Ms. Smith; Ms. Stafford;
Abstained: Ms. Gary

The motion passed unanimously.

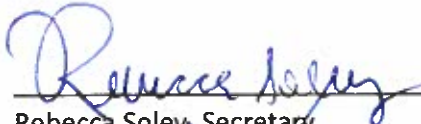
Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, February 19, 2020, at 2 p.m. at Northshare at 807 N. Columbia Street in Covington, LA.

Adjournment

The meeting was adjourned.

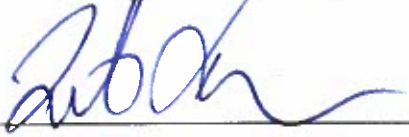
Respectfully Submitted,



Rebecca Soley, Secretary

2.19.20

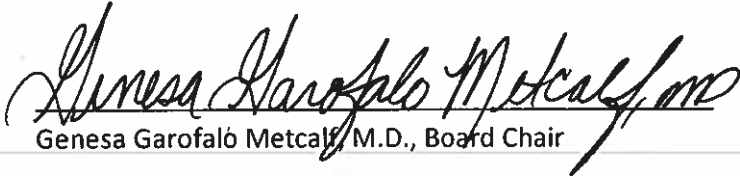
Date



Richard J. Kramer, Executive Director

2-19-20

Date



Genesa Garofalo Metcalf, M.D., Board Chair

2/19/20

Date