

**Parishes Human Services Authority
Minutes of the FPHSA Governing Board Meeting
835 Pride Drive, Suite B, Hammond, LA 70401
February 24, 2023**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:38 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; David Duplantier; Gary Porter; and Carol Stafford

Absent: Mona Pellichino

FPHSA Staff/ Guest: Richard Kramer, FPHSA Executive Director; Rachele Sibley, FPHSA Chief Operating Officer; Rebecca Soley, FPHSA/Executive Administration; Janet Gordon, FPHSA/Executive Administration; Patricia Monteleone, FPHSA/MBHC; Angela Tyrone, FPHSA Retiree

Prayer was offered by Rev. Porter.

Agenda/Consent Agenda

Dr. Metcalf extended an offer for additional agenda items or revisions to the agenda.

Mr. Lentz made a motion adopting the agenda as presented; seconded by Ms. Gary.

The motion passed unanimously.

2023 Officer Terms/ Elections

The offices of Chair and Vice Chair expired at the end of December. Dr. Metcalf opened the floor for officer nominations. The board nominated Dr. Metcalf to continue to serve as Chair in Year 2023. The board nominated Ms. Stafford to continue to serve as Vice Chair in Year 2023. A vote was called for both these nominations.

Voting Yes for Dr. Metcalf as Chair in Year 2023: Liz Gary, Danielle Keys, Timothy Lentz, Genesa Garofalo Metcalf, M.D., Gary Porter, Carol Stafford

Voting Yes for Ms. Stafford as Vice Chair in Year 2023: Liz Gary, Danielle Keys, Timothy Lentz, Genesa Garofalo Metcalf, M.D., Gary Porter, Carol Stafford

The board expressed their Dr. Metcalf and Ms. Stafford were congratulated on their continued offices.

Excused Absences

Rev. Porter made a motion excusing the absence of Ms. Pellicino; seconded by Mr. Lentz.

The motion passed unanimously.

Approval of Minutes

Mr. Lentz made a motion adopting the December 15, 2022 minutes with a revision of adding the FY22 Annual Report to the Board as an attachment; seconded by Ms. Stafford.

The motion passed unanimously.

Public Input

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

Executive Director Report

Mr. Kramer presented the Executive Director's Report to members of the governing board. He outlined the following:

1. **CARF Survey Update** – Our rescheduled triennial CARF survey is being conducted this week. CARF accreditation is required for Medicaid reimbursement and is seen as the seal of approval in settings such as our behavioral health clinics and residential program. The survey process involves measuring conformance against thousands of standards in order to qualify for accreditation. Up to this point the survey has gone very well and we expect a favorable outcome at our exit meeting scheduled for later today.
2. **Group for Survivors Grieving After Overdose Loss** – Earlier this month FPHSA partnered with the St. Tammany Parish Coroner's Office and NAMI St. Tammany to establish a monthly support group for those who have lost a loved one to overdose. The first meeting was well attended and feedback was very positive. It is hoped that this group can provide some support for those who have lost someone and help them understand the illness of addiction to help them better process the tragedy they have been through.
3. **Primary Care Health Services Extended** – Over the past several weeks we have been modifying some of our procedures to be able to start offering primary care services to those who are not established behavioral health clients in our clinics. This will allow us to start growing our primary care services more and also serve some specific populations that fit our agency's profile well.
4. **Faith Based Initiatives** – FPHSA recently received a grant to fund faith based initiatives in the community. The current plan is to hire a person to liaison with the many faith based groups in the community interested in or already doing work in their communities around substance use issues. Many well intentioned group may lack the training or resources to provide the help they intend to and others may be duplicating efforts where resources are already scarce. By bringing together these groups we expect to be able to identify and prioritize their needs and provide support, training, and access to other resources that can help us meet our common goal of reducing the impact that substance use is having on members of our communities.
5. **Mobile Unit Purchase** – After many months of working with the vendor and state purchasing, we have finally submitted the purchase order for our mobile unit and hope to have it on site by the end of the fiscal year to be able to be deployed across our region to provide outreach and services to those who have difficulty accessing our bricks and mortar sites.
6. **Strategic Planning Meeting** – Next month we will hold a strategic planning meeting with the managers of all of our clinics as well as the leadership team to address issues specific to clinic

operations. We continually get feedback from staff that they are overwhelmed and cannot keep up with expectations but our numbers don't always add up to tell that same story. The purpose of this meeting will be to explore what is making staff feel overwhelmed even in instances where they may not have provided the expected number of services in a day. We will explore what factors are leading to this feeling and what can be adjusted that can impact this change so that we can find the balance of employee satisfaction as well as maximum productivity so that we can provide services to more of the people in our community that need them.

7. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for November 2022, December 2022, and January 2023 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; denials; and Waiver Information including those receiving Waiver Services, pending waiver services, waiver recipients admitted to institutions; the number of SUN referrals submitted to State Office; and ACT421 referral/approval information.
8. 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 November 2022, December 2022, and January 2023.

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

The motion passed unanimously.

Financial Report- February 2023:

Fiscal Year 2023 (July 1, 2022 through June 30, 2023)

Ms. Sibley disseminated a copy of the FPHSA Operating Budget and Escrow Budget to the board for their review. FPHSA's current FY 2023 budget analysis, as of January 31st, shows a projected deficit. The Fiscal Department will continue to monitor revenues and expenditures closely in an effort to minimize or eliminate the deficit by fiscal year end.

Mr. Lentz made a motion to accept the Financial Report as presented; seconded by Ms. Keys.

The motion passed unanimously.

Board Business

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. Gary.

The motion passed unanimously.

Annual Strategic Plan

Rev. Porter made a motion to table this agenda item until the next meeting; seconded by Mr. Lentz.

The motion passed unanimously.

Policy Review

Mr. Kramer presented the policies and procedures outlined below for the board's annual review.

- 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 approving the policies and procedures as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Confirmation of the Next Meeting

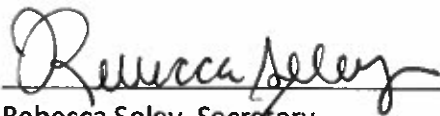
It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, March 24, 2023 at 9:30 a.m. The board discussed having the board meetings at different locations. Ms. Soley will send out the notice.

Adjournment

Mr. Lentz made a motion to adjourn the meeting at 10:22 a.m.; seconded by Ms. Gary.

The motion passed unanimously.

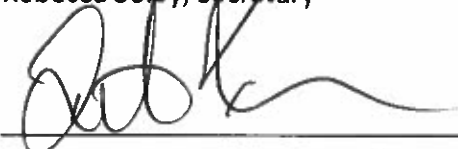
Respectfully Submitted,



Rebecca Soley, Secretary

4/28/23

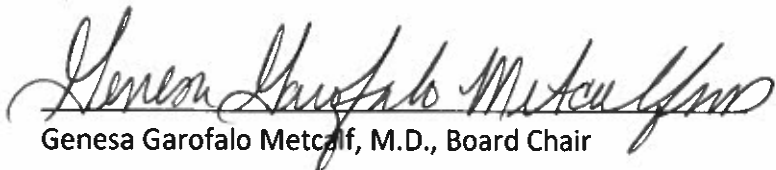
Date



Richard J. Kramer, Executive Director

4-28-23

Date



Genesa Garofalo Metcalf, M.D., Board Chair

4/28/23

Date