

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**March 24, 2017**

Carol Stafford, 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; Gary Porter; Jan Robert; Ligia Soileau; Carol Stafford

Absent: Celeste Falconer; Danielle Keys

**Board Appointment Pending**

The following board appointments are pending:

- Tangipahoa Parish (2)

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D., Medical Director; Janet Gordon, FPHSA/Administration; Janise Monetta, FPHSA/DDS

Prayer was offered by Mr. Cressy.

**Consent Agenda**

Ms. Stafford extended an offer for additional agenda items, revisions to the agenda, or new business.

Ms. Robert made a motion to remove the "Swearing-In Ceremony" from the agenda; seconded by Mr. Cressy.

The motion passed unanimously.

**Agenda**

Ms. Robert made a motion to adopt the agenda as amended; seconded by Rev. Porter.

The motion passed unanimously.

**Excused Absence(s)**

Mr. Cressy made a motion to excuse the absences of Ms. Falconer and Ms. Keys; seconded by Ms. Robert.

The motion passed unanimously.

### **Approval of Minutes**

Ms. Soileau made a motion to adopt the February 24, 2017, meeting minutes as written; seconded by Ms. Robert.

The motion passed unanimously.

### **Public Input**

Ms. Stafford 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. **Budget Update:** As the third quarter of fiscal year 2016-2017 is rounding out, FPHSA received notice of the third mid-year reduction from LDH. Mr. Kramer reiterated that he reported in the last meeting about the unresolved issue of the \$10 million attrition cut implemented by the legislature. At that time, it was unknown how it would affect the budget. Last week, FPHSA was notified that the reduction associated with this activity would amount to \$96,961 from the current fiscal year's budget, bringing the total mid-year cuts since July to \$886,190. The necessary paperwork has been processed to complete the action and projections will reflect this moving forward. The impact of this reduction is expected to be managed through strategic timing of filling vacancies for the remainder of the fiscal year.
2. **Proposed Legislation Changes:** The Executive Directors of the ten districts and authorities were called to a meeting with LDH and Senator Mills, Chairman of the Senate Health and Welfare Committee, this past Monday. On the agenda to discuss was legislation under consideration by Senator Mills, presumably with the support of LDH, to rewrite the legislation governing the local governing entities. The proposed legislation would have changed the requirements for composition and qualification of the boards as well as codifying requirements for board member orientation. It was the consensus of the executive directors present that the changes, as suggested, were unnecessary and would take away local control which was one of the original reasons for creating LGEs. Senator Mills and his staff were receptive to the comments and have revised the proposal and intend to introduce legislation in the coming session that aims to accomplish the following:
  - Consolidates LGE legislation into one chapter;
  - Expands the qualifications for new board members to include individuals who represent law enforcement, specialty courts, school based health, and coroners' offices;
  - Repeals old language about formation of districts;
  - Introduces requirements for board member training; and
  - Gives LGEs authority to be sole source providers for behavioral health services to judicial and correctional facilities.
3. **Livingston Parish Outreach and Advocacy:** Continuing with the efforts to meet with parish and state leaders from within our catchment area, Ms. Stafford and Mr. Kramer met this week with Senator Erdey. Senator Erdey was very welcoming and shared the concern of the potential for increased behavioral health needs in that area following the recent flooding events. Plans of

expansion of the Denham Springs clinic was discussed and he expressed his support. Senator Erdey also asked that FPHSA keep him up to date during the session should any developments threaten the plans to move forward with full time services in Denham Springs.

4. CARF Update: FPHSA has continued to make the final adjustments to the corrective action plan for CARF related to the January survey. The response is due back to CARF by May 8, 2017, but it is expected to have it returned by early April at the latest. Many of the actions are already underway and will only help to improve operations.
5. AIP Monitoring: As a part of FPHSA's contract with LDH, an annual accountability and monitoring process, referred to as AIP monitoring, is conducted annually. The monitoring is conducted by staff from OCDD and OBH on site. On March 9, 2017, the LDH sent staff to monitor at the Executive Offices, ADU/FTC, and Slidell BHC. This was the first monitoring visit under the newly revised process that focuses on meeting the requirements of block grant participation as well as other federal regulations and best practices. The staff held a brief exit conference and were extremely complimentary of the staff and compliance with the applicable regulations. The official report is still pending but staff are expecting that it will be very good based on the feedback.
6. C'est Bon Survey: In December, staff from OBH conducted C'est Bon satisfaction surveys at our clinic in Hammond, results of which were received earlier this month. Mr. Kramer indicated that copies of the full survey and abbreviated overall report were available in each member's board meeting packet. The survey assesses satisfaction related to access to services, appropriateness of services, outcomes from receiving services, participation in treatment, and general satisfaction with the services. Mr. Kramer indicated that the results were very encouraging with grades a mixture of A's and B's with the notable inclusion of:
  - a. Would I continue to come here? Yes 94%
  - b. Would I recommend this clinic to a friend? Yes 96%
7. Request for Services Registry Update: The Request for Services Registry project continues to move along briskly with 696 screenings having been completed so far. This represents 67% of the total of approximately 1,050 expected to be completed after just over two months of the contract gone and another three remaining.
8. TTI Grant Opportunity: The Office of Behavioral Health has recently offered FPHSA the opportunity to be included in two exciting grant opportunities. FPHSA received notification of selection this week to participate in the TTI Grant which will involve engaging in training and mentoring staff leading to a State-endorsed certification in specialty services for co-occurring DD/SED youth. Because FPHSA serves individuals with developmental disabilities and mental health concerns, this training and certification will be beneficial and is expected to improve overall competency in providing services to this population. Additionally, the agency has submitted its interest in a suicide related grant that will aim to implement the Zero Suicide philosophy in services. As many are unfortunately aware, this area has one of the highest rates of suicide in the state so participation is very important in any effort that has the potential to impact that designation.
9. New FPHSA Website: Mr. Kramer indicated that he hoped everyone had the opportunity to visit the new website recently launched at [www.fphsa.org](http://www.fphsa.org). It is very well done. As efforts are made to continue to try and publicize what FPHSA is and does, the hope is to begin pointing everything to the website so that printed materials don't become obsolete and need to be discarded when changes are made. The website, in addition to the general description of services and information on how to access them, also includes a link for news, a module to make contact with questions or concerns, a link to sign up to receive FPHSA news via email, and a link to current job openings. FPHSA will continue to utilize the features available via this portal to

ensure that individuals in the community know what FPHSA does and how the agency can help, as well as announcing latest developments.

10. Employee Relations Committee: Volunteer members from each FPHSA location were appointed to serve on a newly created Employee Relations Committee with the goal to promote ways to improve employee morale and recognition. The members of this committee have gotten off to a great start and are organizing a FPHSA team to participate in the "NAMIWalks" event in Mandeville this May. The members of the committee are very enthusiastic about finding ways to make the work setting more rewarding and enjoyable which will, no doubt, result in better care to those who come to us seeking services.

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

The motion passed unanimously.

### **Pride Drive Facility Lease Renewal**

Mr. Kramer requested the board's consideration for a 5-year lease renewal at the Pride Drive Facility lease located at 835 Pride Drive, Hammond. The Pride Drive Facility houses Executive Administration, Developmental Disabilities Services, and Rosenblum Behavioral Health Clinic. Ms. Sibley shared the property comparison data of similar facilities in the area by dollar amount per average square foot.

Mr. Cressy made a motion to approve the 5-year lease for the Pride Drive Facility; seconded by Rev. Porter.

The motion passed unanimously.

### **Financial Report- March 2017:**

Ms. Sibley disseminated a current budget analysis for FY 2017 (July 1, 2016- June 30, 2017) which reflected a projected surplus as of February 28, 2017; however, since the analysis, FPHSA received an additional attrition reduction. FPHSA plans to utilize any remaining surplus for staff training and to replace antiquated equipment, property, and supplies.

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

The motion passed unanimously.

### **Strategic Planning**

#### **Advocacy/Branding/Marketing Update**

Mr. Kramer indicated that in addition to launching the newly designed website, FPHSA is also pursuing purchasing banners, tablecloths, and other marketing items consistent with the website. FPHSA also plans to purchase polo shirts for all employees.

### Foundation

Mr. Kramer indicated that he and Mr. Cressy plan to attend the next Rosenblum Board Meeting to discuss their foundation's mission and have discussions around possibly expanding their mission/foundation.

### Standing Agenda Item Removal

Ms. Robert suggested that the board revisit the standing agenda items under Strategic Planning including advocacy, branding, and marketing and foundation. Ms. Robert made a motion to remove "Strategic Planning" as a standing agenda item and only list on the agenda when new updates are available or requested to be on the agenda for discussion; seconded Mr. Cressy.

The motion passed unanimously.

### Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board will be on Friday, April 28, 2017, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

It was discussed that due to scheduling conflicts, a board meeting would not be held in the month of May.

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

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,

  
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Rebecca Soley, Secretary

4/29/2017  
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Date

  
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Richard J. Kramer, Executive Director

4-28-17  
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Date

  
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Carol Stafford, Board Chair

4/28/17  
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Date