

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401
Minutes of the Governing Board Meeting
September 22, 2017

Carol Stafford, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:40 a.m.

Amy Frierson conducted a roll call. A quorum was established.

Attendees

Governing Board: Timothy Lentz; Genesa Garolfalo Metcalf; Gary Porter; Ligia Soileau; Carol Stafford

Absent: Celeste Falconer; Danielle Keys; Mona Pellichino

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

Prayer was offered by Chief Lentz.

Agenda/Consent Agenda

Ms. Stafford extended an offer for additional agenda items or revisions to the agenda. Mr. Kramer requested that the "Approval for Use of Escrow Funds" be added to the agenda following the Executive Director's Report.

Ms. Metcalf made a motion to revise the agenda as requested; seconded by Ms. Soileau.

The motion passed unanimously.

Excused Absence(s)

Dr. Metcalf made a motion to excuse the absences of Mr. Cressy, Ms. Falconer, Ms. Keys, and Ms. Pellichino; seconded by Rev. Porter.

The motion passed unanimously.

Approval of Minutes

Dr. Metcalf made a motion to adopt the August 25, 2017, meeting minutes as written; seconded by Rev. Porter.

The motion passed unanimously.

Public Input

Ms. Stafford welcomed all in attendance and extended an opportunity for public input.

Information Technology Presentation

Trent Myers, FPHSA Administrative Director, gave a presentation on the services in which the Information Technology Department offers. The presentation included a few accomplishments from the agency's Technology System Plan for FY2017 which included: purchasing new agency ID System hardware and software to replace the previous antiquated system used by the Human Resources Office; upgrading the agency's operating system by upgrading more than 200 computers to the latest Windows operating system-Windows 10 and saving approximately \$20,000 due to completing the project before the free upgrade period expired; converting from the la.gov email system to an agency-managed fphsa.org email system and migrating all users to the new cloud-based email server; creating and configuring new Office 365 accounts for each FPHSA employee and migrated all user data to the Microsoft Cloud which now allows employees to access their documents anytime on any device, as well as enhancing agency communication with video conferencing capabilities; and completing a security risk assessment of 155 factors, identifying 22 requiring corrective action which is being addressed as part of FY18's Technology System Plan.

Mr. Myers also reminded the board that all staff were getting new computers which has already made tremendous improvements for clients checking in and in staff efficiencies. FPHSA is also piloting 3 kiosks to be used in FPHSA's lobbies to provide information to clients and the capability to complete forms online. Electronic signature pads have been purchased for clients to electronically sign documents vs printing the information, obtaining signatures, and reuploading the forms with the signature. FPHSA is also preparing for its electronic health record provider's upgrade/enhancement to allow clients to check using biometrics (thumb print). Before the end of the year, there will be a public WIFI hotspot available for staff and public use, separate from FPHSA's secure network.

Executive Director Report

Mr. Kramer submitted a copy of the Executive Director's Report for September to members of the governing board. He outlined the content which included:

1. **Request for Services Registry Update:** As reported in previous meetings, the Office for Citizens with Developmental Disabilities (OCDD) contracted with each of the ten LGEs to assess the needs and current services being provided to individuals on the Request for Services Registry. The purpose was to gain a better understanding of the needs of those on the waiting list for services to make appropriate changes to waiver programs moving forward. It was determined that of those surveyed, a total of 9,151 statewide, 43% had no unmet needs. OCDD intends to change the waiver application process to ensure that individuals on the list are awarded waivers based on level of need in addition to time on the list instead of the first come, first served model currently in use. There are many other changes planned for the waiver with those requiring CMS approval and public input

currently published for comment. It is hoped that these changes will allow for limited resources to be directed to where they are most needed.

2. FPHSA Denham Springs Update: Progress is being made in the efforts to establish the Denham Springs clinic as a full-time operation. The license application is complete and interviews for a prescriber have been taking place this week. It is expected that we will be able to move many clients currently being seen in Hammond to that location beginning November 1, 2017, with intentions of growing the clientele from that area as we expand the number of service providers located at the clinic. FPHSA will be meeting shortly with the landlord of the current space to determine whether some minor interior modifications are possible that might allow for better operations of a full time clinic.
3. Peer Review with Metropolitan Human Services District (MHSD): Earlier this week, as a part of federal and state requirements for grant funding, FPHSA participated in a peer review process with Metropolitan Human Services District (MHSD), our sister agency that covers Orleans, St. Bernard, and Plaquemines Parish. MHSD staff visited our residential program while FPHSA staff visited the administrative offices of MHSD in Algiers. This process is meant to allow each agency to learn best practices from the other as well as to provide feedback to their peers on what appears to be working well or not. MHSD staff were complimentary of the work being done at our program and we were able to learn about some initiatives underway at MHSD that may be, in some cases, beneficial to our agency. This experience, however, has highlighted the disparities in funding between the LGEs and indicates a need for continued advocacy for equitable funding so that we might be able to implement some of the same worthwhile endeavors to better serve our clients in FPHSA.
4. Piloting Telemedicine with Livingston Parish Sheriff's Office: FPHSA began conversations with the Livingston Parish Sheriff's Office (LPSO) in July on how we might work better to more efficiently provide mental health services to the inmates in their custody. The outcome of these conversations has resulted in FPHSA and LPSO piloting the use of telemedicine rather than having their prisoners transported to Hammond to see a provider. This arrangement is expected to benefit both agencies as well as the clients involved and is an exciting opportunity to improve efficiency and operations.
5. Bogalusa Behavioral Health Clinic Rebuild Update: As discussed last meeting, the building repairs for the Bogalusa clinic are delayed due to the requirement for asbestos remediation before proceeding any further. The landlord of the temporary site has agreed to extend the lease another six months. Board approval for this lease extension is on today's agenda. As a reminder, the lease cost is paid directly by the insurer covering the loss.
6. Servant Leadership: As the agency continues to make efforts to change the culture of the agency to a more contemporary, flexible, and service oriented organization, it is understood that all cultural changes must start at the top of the organization and the principals that we speak about must be demonstrated by the executive team in our interactions with staff and stakeholders. To that end, concerted efforts will be made to address cultural changes more in keeping with a servant leadership perspective as we move forward. Mr. Kramer requested the board's consideration to use a reasonable amount of funds from the escrow account, not more than \$10,000 for the year, on trainings and educational materials to aid in our transition to a new Florida Parishes Human Services Authority.

Chief Lentz made a motion to accept the Executive Director's Report as presented; seconded by Ms. Soileau.

The motion passed unanimously.

Use of Escrow Funds

Chief Lentz made a motion to approve the use of up to \$10,000 in escrow funds for training and educational materials to aid in FPHSA's leadership model training and transition; seconded by Ms. Metcalf.

The motion passed unanimously.

Financial Report- September 2017:

Ms. Sibley presented the Financial Report for September 2017 as follows:

Fiscal Year 2017 (July 1, 2016 – June 30, 2017)

Final FY17 finance reports are not usually available until the October board meeting. FPHSA is not able to pull reports until September/October due to the close of the fiscal year not occurring until mid to late August, allowing time for the Office of Statewide Reporting and Accounting Policy (OSRAP) and the State Treasury Office (STO) to finalize the accounting.

Fiscal Year 2018 (July 1, 2017- June 30, 2018)

FPHSA's FY18 first budget analysis (as of August 31st) shows a projected deficit. This will fluctuate early in the fiscal year until a better baseline is established for projecting future revenue and expenditures. Fiscal will continue to monitor revenues and expenditures closely.

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

FPHSA submitted its FY 2019 draft budget request to Louisiana Department of Health (LDH) earlier this month. The FY19 draft resulted in a request for an increase above the current FY18 budget. This request is mainly a continuation budget request following the Division of Administration's process for salaries, related benefits, market adjustments (formerly merit increases or performance adjustments), and inflation. FPHSA is also requesting the authority to purchase an additional vehicle with Self-Generated funding for field travel/client transport, primarily for the Behavioral Health Home and Community Based Services team. A call is scheduled with LDH to review the recap prior to completion of the entire budget packet. Final copies of the request and all supporting documentation are due to LHD by October 13th. FPHSA may also have to submit a standstill budget in November due to the budget cliff.

Chief Lentz made a motion to accept the Financial Report; seconded by Dr. Metcalf.

The motion passed unanimously.

Bank Authorizations

Ms. Sibley presented board resolutions required to open new bank accounts for FPHSA's Behavioral Health Clinics that were recently approved by the Cash Management Review Board. The accounts are currently separated as previously licensed by mental health centers and addictive disorders clinics and a different tax identification number.

Dr. Metcalf made a motion to approve the new bank accounts as presented; seconded by Rev. Porter

The motion passed unanimously.

Bogalusa Behavioral Health Clinic (Temporary Location) Lease Extension

Mr. Kramer requested the board's consideration for a 6-month lease extension effective November 1, 2017, for the temporary location being utilized by the Bogalusa Behavioral Health Clinic while the main clinic is still under construction repairing the damages caused by the historic flooding event in March 2016. The lease cost is paid by the insurer covering the loss from the flood.

Mr. Lentz made a motion approving the lease extension for the temporary Bogalusa Behavioral Health Clinic location; seconded by Ms. Soileau.

The motion passed unanimously.

Policy Review

Mr. Kramer presented the following existing policies and procedures for annual review and consideration:

- 050 Executive Director Performance Evaluation
- 050.1 Executive Director Performance Evaluation
- 050.1.1 Executive Director Performance Review-Rating Worksheet
- 050.1.2 Executive Director Performance Review-Individual Rating
- 050.1.3 Executive Director Performance Review-Summary
- Agency Policy 160- Use of Escrow Funds

Chief Lentz made a motion to accept the policies and procedures as written; seconded by Ms. Metcalf.

The motion passed unanimously.

Strategic Planning/Board Orientation

Mr. Kramer requested that the Strategic Planning Retreat be pushed back to secure a meeting facilitator to guide the meeting; however, he felt it was important to proceed with the board orientation/refresher as required by Senate Bill 73 and proposed to do it immediately following the next meeting.

Ms. Soileau requested that board meeting materials be provided via email versus printed if possible.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board will be on Friday, October 27, 2017, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Adjournment

Dr. Metcalf made a motion to adjourn the meeting; seconded by Chief Lentz.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

10/27/17

Date



Richard J. Kramer, Executive Director

10-27-17

Date



Carol Stafford, Board Chair

10/27/17

Date