

Florida Parishes Human Services Authority Administrative Office
Minutes of the Online Governing Board Meeting
September 25, 2020

** In Light of the spread of COVID-19, Governor John Bel Edwards issued Proclamation Number JBE 2020-30 on March 16, 2020 that provided for all state agencies, boards, and commissions, and local political subdivisions of the state to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency. **

(Source: <https://www.ag.state.la.us/Files/Article/9743/Documents/AmendedOpenMeetingsGuidance.pdf>)

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Online 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; Danielle Keys; Timothy Lentz; Genesa Garofalo Metcalf, M.D; Gary Porter; Cheryl Smith; and Carol Stafford

Absent: Mona Pellichino

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

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 to adopt the agenda as presented; seconded by Ms. Gary.

The motion passed unanimously.

Approval of Minutes

Mr. Cressy made a motion adopting the June 26, 2020 minutes as written; seconded by Mr. Lentz.

The motion passed unanimously.

Public Input

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

Ms. Gary shared a public comment on behalf of a client. The client shared that they receive services from Denham Springs Behavioral Health and reported that the staff was very helpful and nice.

Executive Director Report

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

1. Budget Update – In what has turned out to be a routine monthly occurrence this year, we were asked again to submit another reduction scenario earlier this week. With the legislature going into special session on Monday there is some speculation that they will consider reducing the budgets for all state agencies an amount equal to what was approved in their budgets for market grade adjustments. Because any cuts would be effective January first, it would leave only 6 months to realize the savings. In this scenario we were not allowed to use any of the same reductions that were submitted earlier in the year as those are all still on the table and could be selected for reductions independent of this process. Naturally, there are no easy decisions to make as each scenario has us digging deeper and deeper into services and the cuts associated with this reduction would require layoffs and reduction in certain services. As always, we will keep an eye on the session and hope for favorable outcomes.
2. COVID-19 Update – As you are aware, the Governor recently announced that the state would move into Phase III of Covid reopening. We are taking steps to transition back to something more normal effective Monday. While we won't be immediately bringing everyone back to the office right away, we will start having staff in the office on more days each week and providing additional services in the office. All client appointments are being reviewed to identify those who would most benefit by being served in person and appointments for next week have already been adjusted. The plan will be to continue to add types of appointments and clients in stages until we are back to a full reopening. Naturally, we are following CDC and OPH guidance to do so in the safest way possible with screenings, social distancing, personal and facility sanitization, as well as the use of personal protective equipment. We will be increasing the residential census up to 24 beds which will still allow all new clients to have a single bed room for their first seven days. One challenge we are encountering related to covid is how staff, particularly parents, are being impacted by school schedules that conflict with their work schedules while usual child care options are still unavailable. Many staff have situations where their children are either partially or fully participating in school online. Most schools required the choice of virtual schooling to be effective for the entire semester and they are now faced with a reopening of their worksite while they still have responsibilities with their young children at home. I have asked all supervisors to poll their staff and send the names and situations of any staff members who have these issues so that we can problem solve them to determine the best solution for

each to get us through until things are more normal. Because this situation is likely causing significant anxiety for many staff we will be holding virtual site meetings with all staff for each clinic over the next week.

3. Strategic Planning – The Leadership Team and I met last week to begin a process that is a continuation of the strategic planning that we started before covid. What our main task will be is to better identify what specific groups of individuals and services should be our priority. With clinics that have already been operating beyond capacity and the very real possibility of additional cuts to available resources, I am concerned that if we try to be everything to everyone then we will not be able to provide a meaningful service to anyone. This process may result in a retooling of how we provide some services to be more efficient and effective. It will be a long process that should continue to evolve into the future as needs and resources change and will begin with a close examination of what types of clients make up our caseloads now and whether some of their services might be available somewhere else.
4. Electronic Health Record Selection Update – After a lengthy selection process we have determined that Insync is the best electronic health record option for us at this time. We evaluated several and had in depth presentations from four. We had staff from different roles across the agency participate in the project to incorporate their feedback in the decision and Insync was the overwhelming choice by almost all part of the agency. We have received some preliminary pricing data and it does not appear that the pricing will be prohibitive so we are proceeding with determining the most appropriate method to purchase the system under state purchasing requirements. The new system should allow for much better productivity and oversight across the board.
5. New Bogalusa BHC – The new clinic at Bogalusa is ahead of schedule and is preliminarily planned to be ready in mid-November. The new building is in an area that is safe from flooding and will allow space for expansion into primary care and a pharmacy.
6. Primary Care Services – Speaking of primary care, I have been approached by another agency, whose role includes working with FQHCs to expand their reach about a potential partnership. I had initially thought that this might not be a great fit for us but, after having further conversations, I think it is worth further discussion. An agreement would have us able to immediately begin benefitting from FQHC status with expanded services and higher rates. We would retain control of the operation and would have many of the behind the scenes HRSA requirements performed by the partner agency. If we decide that this is a good direction to head in we would need a very comprehensive agreement and need to bring in an attorney who is familiar with this type of work to ensure it was clear. Nothing in the agreement would prevent us from applying on our own to be an FQHC as well but this could get us closer to where we want to be much sooner.

7. 21st JDC Services – Although we have had a relationship providing service to the 22nd Judicial District Court for many years, we have not had much collaboration with the 21st which serves Livingston, St. Helena, and Tangipahoa parishes. We were contacted last month to be informed that the 21st JDC is initiating a Family Preservation Court and would like for us to be a partner with them to provide services to the families enrolled. This endeavor fits perfectly with the DCFS program that we've been operating for the past year and our new FFT program which both serve many of the same individuals who would likely be working with family preservation programs and will help keep families together, when that is appropriate, in an area with an unusually high rate of removal of children from their homes.
8. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for June, July, and August 2020 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; and the number of SUN referrals submitted to State Office.
9. 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 June, July, and August 2020.

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

The motion passed unanimously.

Financial Report- September 2020:

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

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

Ms. Sibley presented the Final FY20 finance reports.

Fiscal Year 2021 (July 1, 2020 through June 30, 2021)

FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter (September 30th). This allows time for a better baseline to be established for

projecting future revenue and expenditures. However, the fiscal department continues to review and monitor collections/expenditures during this time period.

Fiscal year 2022 (July 1, 2021 through June 30, 2022)

FPHSA submitted our FY 2022 draft budget request recap to Louisiana Department of Health (LDH) last week which was provided to the board for review. The FY 2022 draft request totals an overall increase above the current FY 2021 budget. The request is mostly a continuation budget request following the Division of Administrations process for salaries, related benefits, market adjustments (formerly merit increases or performance adjustments), and inflation.

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 LDH October 29th.

Ms. Smith made a motion to accept the financial report as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Board Policy Review

Mr. Kramer presented the following board policies, procedures, and related documents to the board for annual review/consideration: 005 Executive Limits- Treatment of Consumers; 010 Executive Limits-Executive Director Succession Policy; 010.1 Executive Limits-Executive Director Succession Procedure; 019 Executive Limits-Ends Focus on Grants and Contracts; 041 Board-Executive Director Linkage; 050 Executive Director Performance Evaluation Policy; 050.1 Executive Director Performance Evaluation Procedure; 050.1.1 ED Rating Worksheet; 050.1.2 Individual Rating Sheet; 050.1.3 ED Performance Review Summary; 160 Use of Escrow Funds (agency/board policy); Role of an FPHSA Board Member.

Mr. Lentz made a motion to adopt all policies, procedures, and forms as written with the exception of Procedure 010.1 Executive Limits- Executive Director Succession that is to be revised and submitted for the board's review at the next monthly meeting; seconded by Ms. Stafford.

The motion passed unanimously.

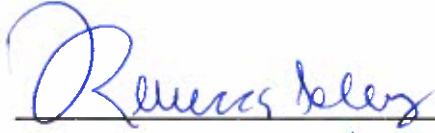
Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, October 23, 2020 at 9:30 a.m. FPHSA will closely monitor the COVID-19 situation and determine whether the meeting can safely be held in person or via teleconference. Details will be emailed and posted in a timely manner as more information is made available.

Adjournment

The meeting was adjourned at 10:28 a.m.

Respectfully Submitted,



Rebecca Soley, Secretary

10/23/20

Date



Richard J. Kramer, Executive Director

12-4-20

Date



Genesa Garofalo Metcalf, M.D., Board Chair

11/24/20

Date