

Florida Parishes Human Services Authority Administrative Office
Minutes of the Online Governing Board Meeting
May 21, 2021

** 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 9:35 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; and Carol Stafford

Absent: David Cressy

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

Prayer was offered by Dr. Metcalf.

Agenda/Consent Agenda

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

Ms. Keys made a motion to adopt the agenda as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Excused Absences

Mr. Lentz made a motion excusing the absence of Mr. Cressy; seconded by Ms. Gary.

The motion passed unanimously.

Approval of Minutes

Ms. Gary made a motion adopting the April 25, 2021 minutes as written; seconded by Ms. Pellichino.

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 for May to members of the governing board. He outlined the following:

1. **Narcan Distribution Update**—St. Tammany Parish President, Mike Cooper, held a press conference recently and announced that, through a grant that the parish received, they are able to make Narcan available to the public. FPHSA is one of the partners, along with the fire department, that the public was directed to pick up their own Narcan kits. St. Tammany Parish delivered doses to our clinics in that parish and the response since the press conference has seen an increase in requests for Narcan at those sites.
2. **Opioid Awareness**— I recently met with Dan Schneider, who was the star of the Netflix series The Pharmacist. His story began with the drug related death of his son and then focused on his efforts to interrupt the rampant over-prescription and abuse of opioids. He has become quite popular in our area and has some notoriety that can help us with our prevention efforts around opioid use. He is a resident of Mandeville and is very interested in partnering with us to try to prevent further loss of life in our communities from opioids use.
3. **Billing Update**— Fiscal is currently working on an issue that is causing many of our bills to be denied. All staff who bill for services must have CAQH numbers and the process involves them entering their information into a database and attesting to its accuracy periodically. None of the insurance plans will pay claims without a CAQH profile or the provider. This has been in place for several years and we have not had any major issues. Apparently different criteria are being used now and many claims are being denied based on the profiles missing some piece of information which we do not find out about until the claim is denied and investigated individually. Billing staff are working hard on this issue and we've brought in an additional temporary staff member to assist. We are also finalizing an agreement with a company to outsource all of our credentialing processes in the future to ensure that this is not a recurring issue.
4. **Position/Pay Update**— We have had several vacancies that were held due to the projected deficit throughout the year. Now that we are nearing a new fiscal year and, as of the time of writing, no budget reductions are pending I hope that we will be able to fill them soon. Likewise, I have held off approving unclassified pay increases in line with the market rate adjustments that classified employees received this year but would like to consider implementing those as well.
5. **Employee Assistance Program**— With funds from the Covid related grant discussed at the last meeting we will be contracting with an outside agency to provide an employee assistance program. This is something that we have wanted to be able to provide for a long while. Using an internal process prohibits many staff from accessing the help they need do to concerns about confidentiality etc. The company we will be working with has a very long history of providing this service and will be a welcome help for any of our staff members who are struggling with issues associated with trauma they may have experienced through their work or personal lives.
6. **Property Audit**— Our property audit was completed this month by the Louisiana Property Assistance Agency. FPHSA has over \$300,000 of movable and tagged property that needs to be

tracked and accounted for by LPAA in their semi-annual audit. The only finding requiring response was that there was a sticker that had peeled off of one of the vehicles. This finding is being corrected with new stickers on order.

7. Act 421 Update– OCDD still does not have an approval date for implementation of Act 421.
8. EHR Implementation Update– Work to implement the new EHR is ongoing.
9. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for February, March, and April 2021-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.
10. 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 February, March, and April 2021.

Ms. Pellichino made a motion to accept the Executive Director's report as presented; seconded by Ms. Gary.

The motion passed unanimously.

Financial Report- May 2021:

Ms. Sibley presented the Financial Report for April 2021 as follows:

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

FPHSA's current FY 2021 budget analysis, as of April 30th reflects a projected surplus that will be transferred to escrow at the close of the fiscal year. An analysis of FPHSA's operating and escrow budget was presented to the board. The Fiscal Department will continue to monitor revenues and expenditures closely.

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

The motion passed unanimously.

Board Business

Board Policy Review

Mr. Kramer presented Board Policy No. 015 Executive Limits- Compensation and Benefits for annual review and consideration.

Mr. Letnz made a motion accepting the policy as written; seconded by Ms. Pellichino.

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(Open Meetings Law Exception:

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

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, June 18, 2021, at 9:30 a.m. and will be in-person.

Adjournment

Mr. Lentz made a motion to adjourn the meeting; seconded by Ms. Pellichino.

The motion passed unanimously.

The meeting was adjourned at 10:38 a.m.

Respectfully Submitted,



Rebecca Soley, Secretary

7/23/21

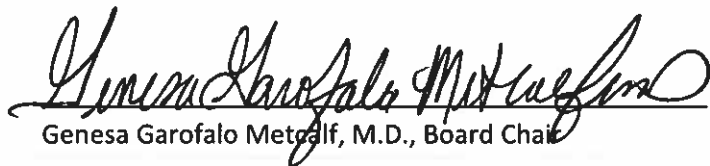
Date



Richard J. Kramer, Executive Director

7-23-21

Date



Genesa Garofalo Metcalf, M.D., Board Chair

7/23/21

Date