

**Florida Parishes Human Services Authority**  
**Minutes of the FPHSA Governing Board Meeting**  
**Bogalusa Behavioral Health Clinic, 400 Georgia Avenue, Bogalusa, LA 70427**  
**September 22, 2023**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:35 a.m.

Rachelle Sibley conducted a roll call. A quorum was established.

**Attendees**

Governing Board: David Duplantier; Danielle Keys; Timothy Lentz; Genesa Garofalo Metcalf, M.D; Mona Pellichino; and Carol Stafford

Absent: Liz Gary and Gary Porter

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

Prayer was offered by Mr. Lentz.

**Agenda/Consent Agenda**

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

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

The motion passed unanimously.

**Excused Absences**

Ms. Keys made a motion excusing the absences of Ms. Gary and Rev. Porter; seconded by Ms. Stafford.

The motion passed unanimously.

**Approval of Minutes**

Mr. Lentz made a motion adopting the August 25, 2023, minutes as written; seconded by Ms. Keys.

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. CCBHC Update: We were notified this week that we are one of two applicants in Louisiana to be awarded the Certified Community Behavioral Health Clinic grant which will be award FPHSA \$1 million a year for the next four years to improve community behavioral health services. We will begin work in the coming weeks to implement the requirements of the grants.
2. Mobile Unit Update: We now have the mobile unit's wrap finished and are planning for our grand opening event in at the Franklinton health unit. This was previously a site for our outreach and will improve access to care for those we serve from the western side of Washington parish.
3. Internal Strategic Planning: The finishing touches are being out on the internal strategic plan. The intent is to announce this plan at the employee forum on October 16 and later share it with other stakeholders through our website and mailing lists.
4. Resident Program Opportunity: We have identified a potential partner for the residential program for pregnant and post-partum women. We will be exploring an agreement with them to support the establishment of a new unit using TANF fuds to serve our region.
5. Employee Appreciation Event: On October 18th we will be hosting an employee appreciation event at the Hammond location for the Air Show taking lace across the street. This event will be for employees and family members to enjoy and was well received the last time that the air show was held.
6. Denham Springs Clinic Expansion Update: We received an estimate for the construction to add the third suite to the Denham Springs clinic that appeared to be severely inflated which has delayed the construction. We will be securing additional estimated from other contractors and hope to be able to move forward soon to add the additional space.
7. Recovery Efforts: As you may have heard, there was a tragic shooting at one of local high schools last week. FPHSA deployed several staff members to the school to provide support to both staff and students to aid in the recovery from this terrible event.
8. Developmental Disabilities Services Data Information: Mr. Kramer provided some developmental disabilities services data for June, July, and August 2023 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new requests, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; 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.
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 in June, July, and August 2023.

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

The motion passed unanimously.

**Financial Report:**

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

Mr. Sibley disseminated a final Fiscal Year 2023 finance report to the board, along with the final FPHSA Escrow Budget for FY2023.

**Fiscal Year 2024 (July 1, 2023 through June 30, 2024)**

The first financial report for FY2024 will be following September 30 after the first three months of the fiscal year in order to have more realist projections. Our current self-generating collections are trending in the right direction and are showing promise for the year.

**Fiscal Year 2025 (July 1, 2024 through June 30, 2025)**

FPHSA's final FY2025 budget request must be completed in the LaGOV system before October 26<sup>th</sup>. As previously discussed, we are not requesting funding for any new initiatives, only the increase in leases for Denham Springs and the residential facilities. We are requesting the regular statewide adjustments for salaries, related benefits, market adjustments (formerly merit increases or performance adjustments), and inflation.

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

The motion passed unanimously.

**Board Business**

**Policy Review**

Mr. Kramer presented the "Role of an FPHSA Board Member" document and the following policies/procedures for the board's annual review:

- 050 Executive Director Performance Evaluation Policy
- 050.1 Executive Director Performance Evaluation Procedure
- Executive Director Performance Review Forms- 050.1.1.; 050.1.2; 050.1.3
- Agency Policy 160 Use of Escrow Funds

Ms. Pellichino made a motion approving board policies and procedures as presented and to increase the size of the white/writing space for comments on the Executive Director Performance Review forms; 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, October 27, 2023, at 9:30 a.m.

**Adjournment**

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

The motion passed unanimously.

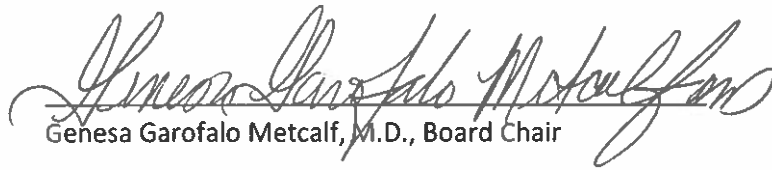
Respectfully Submitted,

  
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Rebecca Soley, Secretary

10/27/23  
Date

  
\_\_\_\_\_  
Richard J. Kramer, Executive Director

10-27-23  
Date

  
\_\_\_\_\_  
Genesa Garofalo Metcalf, M.D., Board Chair

10/27/23  
Date