

Florida Parishes Human Services Authority
Minutes of the FPHSA Governing Board Meeting
FPHSA Headquarters, 835 Pride Drive, Suite B, Hammond, LA 70401
February 23, 2024

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:38 a.m.

Rebecca Soley conducted a roll call. A quorum was established.

Attendees

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

Absent: Elizabeth "Liz" Gary and Rev. Gary Porter

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

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. Stafford.

The motion passed unanimously.

Excused Absences

Ms. Pellichino 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 December 7, 2023, 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.

Swearing-In Ceremony

Attorney Patrick Coudrain performed the swearing-in ceremony for re-appointed officers of Chair and Vice Chair for the 2024 calendar year. The board congratulated Dr. Genesa Garafolo Metcalf on her re-appointment as Chair and Ms. Carol Stafford on her reappointment as Vice Chair.

Executive Director Report

Mr. Kramer presented the following updates for February 2024:

1. **Mobile Unit Outing:** After staffing and weather events canceled our previously planned outings, the maiden voyage of the mobile unit was completed this past Tuesday, February 20, in Franklinton. The first outing was successful in providing services to people who do not live near a physical clinic location as planned. As expected, we did identify some issues we will adjust moving forward as we expand the use of the mobile clinic across the region.
2. **Annual Report FY23:** The Annual Report was completed earlier this month and has been emailed to each of you and will soon be published for public consumption on the website. As usual, the report breaks down the basics of our budget, workforce, and services across the five parishes so that the board, and any other stakeholders, can be aware of the value that these services bring to their communities.
3. **Denham Springs Expansion Update:** After jumping through the many hoops involved with permitting and related approvals, the work on the additional suite at the Denham Springs Behavioral Health Clinic is set to begin this weekend. The work should be completed within 30 days and will provide for the needed additional space to serve our Livingston Parish clients.
4. **CCBHC Grant Update:** Earlier this month the consultant group we are working with for our CCBHC grant came down for in person meetings with our team and with stakeholders as they work on a community needs assessment which is a requirement of the CCBHC grant. This information, which will also include results of a stakeholder survey being published will help us to pinpoint the areas in which we can better serve our community based on their own input. This information is also critical to our strategic planning process which includes a primary goal of adjusting program offerings to better meet the needs of the community.
5. **Act 421 Update:** Our Developmental Disabilities section has been having great success with getting families enrolled in Medicaid through the Act 421 process. That process requires a nurse to determine eligibility and our nurse who has been completing these determinations has put in her notice to retire while she is on leave recovering from a medical procedure. A slight backlog has accumulated but we are in the process of contracting with a nurse who will be able to work on these eligibility and other nursing specific tasks moving forward.
6. **Legislative Audit:** Our biannual legislative audit has commenced this week with the auditors requesting the routine information that they gather as a part of their processes. This process usually last two to three months and, as always, will result in a report of any findings if there are any.
7. **Potential FQHC Partner Update:** Last week Rachele and I toured some of our clinics with the potential FQHC partner we have been in discussion with about partnering to provide primary care in our clinics. The meetings went well and we are expecting a proposal to be submitted to us for review any day. If we can come to an agreement we hope to be able to begin by having them take over and expand our primary care services at the Hammond location with plans to expand to the other locations as demand supports.

8. FPHSA's Strategic Plans: Mr. Kramer presented the board copies of the outline of FPHSA's Internal Strategic Plan "Chartering Our Way to 2026" and FPHSA's Strategic Plan that is submitted to the Louisiana Department of Health.
9. Developmental Disabilities Services Data Information: Mr. Kramer provided some developmental disabilities services data for October, November, and December 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.
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 in October, November, and December 2023.

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

The motion passed unanimously.

Financial Report:

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

Ms. Sibley disseminated a copy of FPHSA's Finance Report for February 2024 that included the analysis for FPHSA's operating budget and escrow budget. She indicated that the budget analysis as of January 31st, reflected a projected deficit. The Fiscal Department will continue to monitor revenues and expenditures closely as well as work with the Leadership Team to minimize or eliminate the deficit by fiscal year end.

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

The motion passed unanimously.

Board Business

Official Journal Selection

Ms. Pellichino made a motion continuing to use the Hammond Daily Star as the official journal of the authority; seconded by Mr. Lentz.

The motion passed unanimously.

Annual Strategic Plan

Please refer to the Executive Director's report above.

Sliding Fee Scale

Mr. Kramer presented the new sliding fee scale proposed for 2024 for the board's consideration.

Ms. Stafford made a motion approving the new sliding fee scale as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

Board Resolution-Executive Director Signature Authority

Mr. Kramer presented an updated resolution for the board to reconsider renewing granting him signature authority for Memorandums of Understandings (MOUs); Cooperative Endeavor Agreements (CEAs); and/or interagency and/or intergovernmental agreements and/or contracts. He reminded the board that the last resolution was signed in 2022 and some organizations are requesting a more recent resolution.

Ms. Stafford made a motion continuing to approve and authorize Richard J. Kramer, Executive Director, and the FPHSA Administration to enter into the following types of agreements on behalf of FPHSA: Memorandums of Understandings (MOUs); Cooperative Endeavor Agreements (CEAs); and/or interagency and/or intergovernmental agreements and/or contracts as deemed necessary in order to provide and/or enhance service delivery on behalf of FPHSA. By virtue of this board resolution, it is not required to bring these matters before the Board for approval prior to the signing and/or commitment to these agreements. Mr. Lentz seconded the motion.

The motion passed unanimously.

Policy Review

Mr. Kramer presented the policies and procedures outlined below for the board's annual review.

- 001 Executive Limits- Global Executive Constraint
- 007 Executive Limits- Asset Protection
- 012 Executive Limits- Financial Planning and Budgeting
- Agency Policy 900 "Media Relations"
- Agency Procedure 900.1 "Engaging the News Media"
- Agency Procedure 900.2 "Official Use of Social Media"
- Agency Procedure 900.3 "Unofficial Use of Social Media"

Ms. Pellichino made a motion approving the policies and procedures as presented; seconded by Ms. Stafford.

The motion passed unanimously.

Confirmation of the Next Meeting

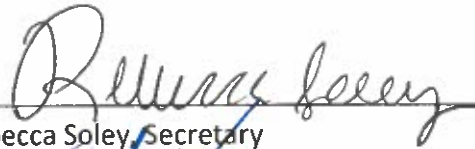
It was confirmed that the next meeting of the FPHSA Governing Board will be on March 22, 2024, at 9:30 a.m. at FPHSA Headquarters in Hammond.

Adjournment

Mr. Lentz made a motion to adjourn the meeting at 10:47 a.m.; seconded by Ms. Stafford.

The motion passed unanimously.

Respectfully Submitted,



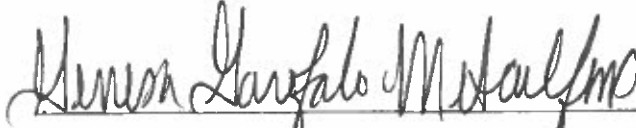
Rebecca Soley, Secretary

3/22/24
Date



Richard J. Kramer, Executive Director

3-22-24
Date



Genesa Garofalo Mercalf, M.D., Board Chair

3/22/24
Date