

Florida Parishes Human Services Authority Administrative Office
Minutes of the Online Governing Board Meeting
December 4, 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; Mona Pellichino; Cheryl Smith; and Carol Stafford

Absent: Gary Porter

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

Prayer was offered by Ms. Pellichino.

Agenda/Consent Agenda

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

Mr. Cressy made a motion to revise the agenda to add "Offer of Services" under Board Business; seconded by Ms. Gary.

The motion passed unanimously.

Excused Absences

Ms. Pellichino made a motion to request the excused absence of Rev. Porter; seconded by Ms. Cressy.

The motion passed unanimously.

Approval of Minutes

Page 1 of 7

December 4, 2020

(Open Meetings Law Exception:

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

Ms. Keys made a motion adopting the October 23, 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.

Executive Director Report

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

1. COVID-19 Update – Just as we had planned to fully reopen the clinics, Covid rates surged and forced a temporary step backwards in our planning much as it has with many other types of businesses and organizations. Due to the, once again, increased risk of infection we have reverted back to providing all services other than injections and inpatient services via telemedicine. This system has worked well for the past several months and will continue to serve its purpose until we can get back to the point where it is once again safe to open all services for in person visits.
2. NHSC Site Update – All of our clinic sites are now locations for the National Health Service Corps and many procedures have required modification to be in line with their new guidance. This designation is a benefit to our staff and is a great recruitment tool against other agencies which are able to offer more in salary than we can. The NHSC allows for federal repayment of student loans for eligible employees when working in a designated NHSC shortage area site.
3. Civil Services Audit – Our Civil Service audit was completed over the past two weeks and the Human Resources staff have again done an exemplary job in ensuring that our processes and records are in keeping with Civil Service rules and requirements. Although we have not yet received the final report, we were notified of only one minor issue that involved not having online applications for three temporary appointments. There were resumes on file and the rules seemed to indicate that this was acceptable for temporary appointments but Civil Service has ruled otherwise. This is, of course, a simple correction to make and will not be a recurring issue.
4. New Bogalusa Behavioral Health Clinic- As of this past Tuesday we officially have a new clinic location in Bogalusa. The landlord has completed the construction work, the fire marshal and city have both approved the project. We are currently waiting on LDH to provide the license and hope to be able to move into the new space in the next few weeks. This space is much bigger and more suitable than the current space that we were housed in through the past several years following the flooding of the old clinic. The new space will allow for much better service to clients and the opportunity to expand services in the future including having primary care and pharmacy services on site.
5. Assisted Outpatient Treatment Court – We have been working with the 22nd Judicial District Court for several months to implement the area's first Assisted Outpatient Treatment Court which will provide for involuntary outpatient commitment to those with severe mental health needs who are not voluntarily compliant with treatment. Last week we made the very first petition to this court for one of our Mandeville Behavioral Health clients and the first court hearing for this program will be next Thursday, December 10th. AOT court will be presided over

by Judge Alan Zaunbrecher. We are currently working with LDH and OCDD to finalize the agreement to begin implementation of Act 421 services which will allow more individuals access to waiver services if they meet the qualifying criteria without being disqualified due to income requirements. There are still many details to work out and many questions about how many people are likely to qualify versus how many people can be served with the additional amount of funding available but the current expectation is for these services to be available beginning in the spring.

6. Core Values— For the past several months, a project to update and publish the agency's core values and expectations has been underway. Later this month the two final options will be presented to focus groups that contain staff and clients of both the behavioral health and developmental disabilities side of the organization. We will use their feedback to guide us in fine tuning the plans and will then embark on a campaign to ensure that all of our staff, clients, and other stakeholders are aware of what we profess to stand for and what they should expect from us and hold us accountable for. I believe this effort is important to help ensure that our agency publicly lives up to the standards that it claims to uphold.
7. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for August, September, and October 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.
8. 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 August, September, and October 2020.

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

The motion passed unanimously.

Financial Report- December 2020:

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

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

The board was presented with the Monthly Budget Report and Escrow Budget Report. FPHSA's current FY 2021 budget analysis, as of October 30th reflects a projected deficit; however, we are projecting collecting over the self-generated budget to 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 has continued to monitor revenues and expenditures closely.

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

The motion passed unanimously.

Board Business

Offer of Services

Dr. Metcalf presented information about psychological coaching services available from Dr. Janet Palmer, Psychologist and Coach and Author of "The Human GPS". Mr. Kramer requested more information regarding her services for review.

Board Member Terms

Ms. Keys' term will be expiring at the end of December. Ms. Keys expressed an interest in continuing her service to the board for continuity.

On behalf of the board, Mr. Lentz made a motion recommending and supporting the reappointment of Ms. Keys to serve a consecutive term and requested that their support be shared with the Washington Parish President for consideration; seconded by Ms. Pellichino.

The motion passed unanimously.

Officer Terms

The offices of Chair and Vice Chair will expire at the end of December. Dr. Metcalf opened the floor for officer nominations. The board nominated Dr. Metcalf to continue to serve as Chair in Year 2021. The board nominated Ms. Stafford to serve as Vice Chair in Year 2021.

Mr. Cressy made a motion approving the nomination of Dr. Metcalf as Board Chair for 2021 and Ms. Stafford as Vice Chair for 2021; seconded by Mr. Lentz.

The motion passed unanimously.

Bank Account Approval

Ms. Sibley explained that over the years, billing has been consolidated to the administrative level and requested the board's consideration to allow the agency to consolidate all of FPHSA's individual clinic bank accounts into one centralized account that is managed at the executive fiscal level. It would save a lot of time with back and forth payments and postings that is not needed if we had one consolidated account. Other benefits would be to manage our own escrow account versus State Treasury and have the capacity to use the account for emergency purchases as deemed appropriate. The escrow funds that is already at State Treasury would remain in that account and any new over collections would be deposited into the new consolidated account. The authorized signers on the account would be Mr. Kramer and Ms. Sibley.

Ms. Gary made a motion authorizing the agency to consolidate all of the individual bank accounts into one consolidated account with the authorized signers being Richard Kramer and Rachelle Sibley; seconded by Ms. Pellichino.

The motion passed unanimously.

Electronic Health Record Purchase Approval

FPHSA has done a lot of research over the last 2 years and participating in several demos with different electronic health record vendors. From that, the agency created focused work groups including one of which included a board member and were able to narrow it down to one vendor. Negotiations have been underway and FPHSA is excited to announce that we have selected InSync as our new electronic health record vendor. Ms. Sibley presented the proposal and cost of the upfront charges and the annual costs. Mr. Kramer discussed the benefits that we look forward to receiving through this transition.

Ms. Pellichino made a motion authorizing the purchase requests for both the upfront costs and the annual cost as presented to proceed with the new electronic health record; seconded by Ms. Stafford.

Voting Yes: David Cressy; Liz Gary; Danielle Keys; Genesa Garofalo Metcalf, M.D; Mona Pellichino; Cheryl Smith; and Carol Stafford

Abstain: Tim Lentz

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, January 22, 2021, 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.

Executive Session

Ms. Gary made a motion to go into Executive Session at 10:35 a.m. to discuss the Executive Director's performance; seconded Ms. Stafford.

The motion passed unanimously.

Mr. Lentz made a motion to end the Executive Session at 10:53 a.m.; seconded by Mr. Cressy.

The motion passed unanimously.

No action was taken.

Adjournment

Ms. Gary made a motion to adjourn; seconded by Ms. Stafford.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,

Rebecca Soley, Secretary

Date

Richard J. Kramer, Executive Director

Date

Genesa Garofalo Metcalf, M.D., Board Chair

Date