

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**April 28, 2017**

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

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

**Attendees**

Governing Board: David Cressy; Celeste Falconer; Genesa Garolfalo Metcalf; Mona Pellichino; Gary Porter; Ligia Soileau; Carol Stafford

Absent: Danielle Keys

**Board Appointment Pending**

The following board appointment is pending:

- St. Tammany Parish

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Schoener LaPrairie, M.D., Medical Director; Janet Gordon, FPHSA/Administration; Janise Monetta, FPHSA/DDS; Cindy Gutowski, FPHSA/BHS; Lori Wagner, FPHSA/Administration; Joseph Bodenmiller, FPHSA/BHS;

Prayer was offered by Rev. Porter.

**Consent Agenda**

Ms. Stafford extended an offer for additional agenda items, revisions to the agenda, or new business.

Mr. Cressy made a motion to move business agenda item "Bogalusa Behavioral Health Clinic (Temporarily Location) Lease Extension" to the top of the agenda while Attorney Lindon Bennett Magee was present to complete the notary process and change the Financial Report presentation from Richard Kramer to Rachelle Sibley; seconded by Ms. Falconer.

The motion passed unanimously.

**Agenda**

Ms. Falconer made a motion to adopt the agenda as amended; seconded by Rev. Porter.

The motion passed unanimously.

### **Introductions**

Ms. Stafford welcomed all in attendance and introduced the two new board members, Dr. Metcalf and Ms. Pellichino, both representing Tangipahoa Parish. Both Dr. Metcalf and Ms. Pellichino gave a brief introduction about themselves and indicated they were happy to serve on the board.

### **Bogalusa Behavioral Health Clinic (Temporary Location) Lease Extension**

Mr. Kramer requested the board's consideration for a 6-month lease extension for the temporary location being utilized by the Bogalusa Behavioral Health Clinic while the main clinic is still under construction repairing the damages caused by the historic flooding event in March 2016. The lease cost is paid by the insurer covering the loss from the flood.

Ms. Falconer made a motion approving the lease extension for the temporary Bogalusa Behavioral Health Clinic location; seconded by Mr. Cressy.

The motion passed unanimously. (Not voting: Genesa Metcalf and Mona Pellichino)

### **Swearing-In Ceremony**

Attorney Lindon Bennett Magee with CASHE COUDRAIN SANDAGE issued the oath of office to Dr. Genesa Garafolo Metcalf and Mona Pellichino, who were newly appointed to serve as governing board members representing Tangipahoa Parish.

### **Public Input**

Ms. Stafford welcomed all in attendance and requested that guests and board members introduce themselves and their job role/position to the new members of the board. She also extended an opportunity for public input.

### **Excused Absence(s)**

Dr. Metcalf made a motion to excuse the absence of Ms. Keys; seconded by Ms. Falconer.

The motion passed unanimously.

### **Approval of Minutes**

Mr. Cressy made a motion to adopt the March 24, 2017, meeting minutes as written; seconded by Rev. Porter.

The motion passed unanimously.

### **Executive Director Report**

Mr. Kramer submitted a copy of the Executive Director's Report for April to members of the governing board. He outlined the content which included:

1. **Budget Update:** Earlier this month, the 2017 legislative session convened in Baton Rouge. As is always the case during this time of year, different scenarios about the state of the budget for FY 18 have begun being considered. The original budget, as submitted in Governor Edwards'

proposal called for FPHSA to receive approximately \$40,000 additional over the prior year's budget after accounting for the mid-year reductions. This budget, as proposed, would not leave the agency in a position to require major reductions and most long term plans could remain on track. It would not allow for funding of all positions but would likely allow for the proposed expansion in Denham Springs as well as the filling of a few other key positions. It has been reported in the news that many members of the House of Representatives are considering what they are calling a standstill budget for next year which would have the state spend 95-97% of what the revenue estimating committee is projecting for next year rather than the full 100% as is typically done. The scenarios around this proposal would see FPHSA's budget reduced by another approximately \$250,000 for next year. FPHSA would attempt to make up this deficit with an anticipated increase in self-generated revenue. As usual, things are likely to change several times before there is a final budget at the end of the session and we'll continue to monitor closely.

2. **Proposed Legislation Changes Update:** On April 26<sup>th</sup>, the Senate Health and Welfare Committee heard Senator Mills' Senate Bill 58. This is the bill that consolidates the language for all the LGEs, revises the qualifications for board membership, and adds requirements for board member orientation. Mr. Kramer and some of the other Executive Directors were present at the hearing and there was little discussion other than technical cleanup of wording and the bill was forwarded favorably to the full senate. It is likely that this bill will become law as it does not include anything controversial. Mr. Kramer will continue to monitor it in the event that any additional amendments present any possible reasons for opposition. Senator Mills has been very receptive to accommodating the concerns of the LGEs and other stakeholders as the bill continues to evolve.
3. **Livingston Parish Outreach and Advocacy:** As the agency continues to work towards the goal of establishing a full-time clinic in Denham Springs, a letter was sent last month requesting a meeting with the Mayor of Denham Springs, Ms. Stafford, Ms. Soileau and Mr. Kramer to discuss the possible access to a city owned space. While this space is not yet repaired from the August flood, it is hoped that it may be available for some type of cooperative endeavor in the future. The current lease in Denham Springs expires next April and the agency will try to have some resolution in advance of that so plans can be made to either move into the city owned space, continue in our current space, or move to a different space to best meet the needs of the residents of Livingston Parish.
4. **Prevention Related Activities for Higher Education:** FPHSA's Prevention Staff have begun partnering with Southeastern Louisiana University in Hammond to implement some prevention related activities on campus. This project will be the first instance of one of the LGEs and/or OBH partnering with higher education to provide prevention activities on campus. This is clearly a population historically at risk for substance use problems and it is hoped that this endeavor will be able to be replicated across the state.
5. **CARF Update:** The final CARF corrective action plan was formally accepted by CARF on April 24<sup>th</sup>. The corrective actions noted in the plan have begun and will be tracked in a recurring routine meeting until all are completed and implemented. These actions will be reviewed by the surveyors upon their return in three years to ensure compliance and it is Mr. Kramer's expectation that there will be no recurrence of the same issues at that time.
6. **AIP Monitoring:** As a part of FPHSA's contract with LDH, an annual accountability and monitoring process, referred to as AIP monitoring, is conducted annually. The monitoring is conducted by staff from OCDD and OBH on site. On March 9, 2017, the LDH sent staff to monitor at the Executive Offices, ADU/FTC, and Slidell BHC. This was the first monitoring visit under the newly revised process that focuses on meeting the requirements of block grant participation as well as

other federal regulations and best practices. The staff held a brief exit conference and were extremely complimentary of the staff and compliance with the applicable regulations. The official report is still pending but staff are expecting that it will be very good based on the feedback.

7. **ORM Audit:** The Office of Risk Management (ORM) conducted the annual audit of the agencies safety and risk practices on March 1, 2017. FPHSA was informed earlier this month that the audit score is 96.1% which clearly shows that our policies and practices in this area are in substantial compliance with requirements. This score not only demonstrates that policies and procedures are in place to ensure the safety of clients, staff, and visitors but also positively impacts our insurance rates moving forward.
8. **Request for Services Registry Update:** The Request for Service Registry project is nearing completion with a total of 812 assessments having been completed and a further 246 remaining to be completed by June 1. Many of the 246 counted as remaining to be completed have had the screening conducted but only require entry of the results into the database. As of current projections, it is expected that all will have been completed as required. The information gained from these surveys, as discussed earlier, will be used by LDH to determine what the actual needs are of the over 15,000 individuals currently awaiting services so that resources can be spent more appropriately.
9. **DDS Emergency Waivers:** Also related to developmental disabilities services, FPHSA was notified earlier this month that OCDD was making up to 55 additional emergency waiver spots available statewide. There were specific criteria to be eligible for application and the developmental disabilities staff worked diligently to get a number of people assessed and have submitted 29 applications for emergency waivers for individuals residing in the Florida Parishes catchment area. OCDD will make the final decision on who will receive the waivers and notify the LGEs shortly.
10. **FPHSA Purchases:** In an earlier meeting of the board, Mr. Kramer requested authority to use escrow funds to purchase computers, a replacement vehicle, and some employee trainings. Mr. Kramer happily reported that many of these purchases have been able to be made with the use of the existing budget and did not require the use of escrow funds. These purchases will help the agency be more effective and efficient in the delivery of services. The trainings will help modernize the service delivery models to use more evidence-based practices which will provide for better clinical outcomes and greater billing flexibility.

Ms. Soileau made a motion to accept the Executive Director's Report as presented; seconded by Dr. Metcalf.

The motion passed unanimously.

#### **Financial Report- April 2017:**

Ms. Sibley disseminated a current budget analysis for FY 2017 (July 1, 2016- June 30, 2017) which reflected a small projected surplus as of March 31, 2017. FPHSA plans to utilize the surplus for staff training and to replace antiquated equipment, property, and supplies.

Mr. Cressy made a motion to accept the Financial Report; seconded by Ms. Pellichino.

The motion passed unanimously.

### **Behavioral Health Matrix Model**

Mr. Kramer introduced Cindy Gutowski, FPHSA Behavioral Health Director and Joseph Bodenmiller, FPHSA Assistant Behavioral Health Director and reported that they have been working on some pretty exciting and significant transformation projects to enhance how FPHSA provides behavioral health services. Mr. Bodenmiller disseminated and presented an overview of FPHSA's Behavioral Health Program Development Project highlighting the program development phases, program design overview, evidence-based practice modalities, and investment in training/staff development. Mr. Bodenmiller explained that the goal of this program development project is to continue to provide high quality services to the individuals we serve while ensuring that it is financially responsible, meets or exceeds the industry's standards of care hence the focus on evidence-based practices, and serve more people more quickly with better outcomes. Mr. Kramer added that we were very fortunate this fiscal year to have the ability to jump start this project and have the materials/resources needed to begin implementation. Mr. Kramer also explained that we are working on staff morale and team building through the Employee Relations Committee to help keep staff motivated with the current demands and the model transition. The board commended the work towards this project. Ms. Soileau indicated that this approach is very attractive for recruiting and she wanted to see this model presented to the NASW with achievements highlighted and lessons learned, etc. a year from now to encourage others.

### **Policy Review**

Mr. Kramer presented the following existing policies for annual review and consideration:

- 015 Executive Limits- Compensation and Benefits

Mr. Cressy made a motion to accept the policies as written; seconded by Ms. Soileau.

The motion passed unanimously.

### **Financial Disclosure Statement Reminder**

Ms. Stafford reminded the board that the financial disclosure statements are due by May 15<sup>th</sup>.

### **Confirmation of the next meeting**

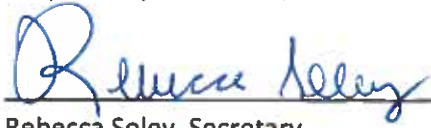
It was confirmed that the next meeting of the FPHSA Governing Board will be on Friday, June 23, 2017, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Mr. Cressy made a motion to adjourn the meeting; seconded by Ms. Falconer.

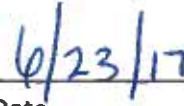
The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary



Date



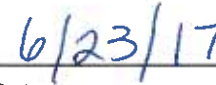
Richard J. Kramer, Executive Director



Date



Carol Stafford, Board Chair



Date