

Florida Parishes Human Services Authority Administrative Office

835 Pride Drive, Suite B

Hammond, LA 70401

Minutes of the Governing Board Meeting

October 27, 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; Ligia Soileau; Carol Stafford

Absent: Danielle Keys; Timothy Lentz; Gary Porter

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Janet Gordon, FPHSA/Administration; Lori Wagner, FPHSA/Administration

Prayer was offered by Ms. Pellichino.

Agenda/Consent Agenda

Ms. Stafford extended an offer for additional agenda items or revisions to the agenda. No new items or revisions were requested.

Ms. Metcalf made a motion to approve the agenda as presented; seconded by Mr. Cressy.

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absences of Ms. Keys, Chief Lentz, and Rev. Porter; seconded by Dr. Metcalf.

The motion passed unanimously.

Approval of Minutes

Dr. Metcalf made a motion to adopt the September 22, 2017, meeting minutes as written; seconded by Ms. Soileau.

The motion passed unanimously.

Public Input

Ms. Stafford welcomed all in attendance and extended an opportunity for public input.

Executive Director Report

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

1. Denham Springs Expansion: The expansion of the clinic in Denham Springs continues to move forward with the identification of the second therapist and a Nurse Practitioner to be brought on board next month. The transition process has begun of seeing more clients at the clinic in Denham Springs versus Hammond and are currently operating out of that site two days a week as we continue to build capacity. Conversations with the landlord have went well and he will be able to make the minor interior changes to the building as requested that will allow additional private office space to meet with clients.
2. AIP Update: Earlier in the year, it was reported that the results of the Louisiana Department of Health's AIP site visit had identified some opportunities for improvement at the Slidell Clinic and that a follow-up survey would occur to ensure that corrective actions were successful. This follow-up survey occurred on October 19th and, although the official report has not been released yet, the survey went very well and the agency is expecting that the report will note that the corrective actions have satisfied the outstanding requirements for improvement.
3. Relocation of Home and Community Based Services Staff: In order to better utilize existing space at the Pride Drive location, the Home and Community Based Services program was relocated to the old Rosenblum Child Facility that has been vacated since the Louisiana Spirit program was defunded last month. Since this program works primarily in the community and the clients do not visit the site to see staff, this was the most logical program to relocate as it would not affect those being served. Because the space that was previously occupied by this program is now vacant, there will be more options for where to locate primary care services as well as considering relocating Children's Services grouped away from adult client areas along with a separate child waiting area.
4. TeleSage Outcomes Measurement System (TOMS) Satisfaction Survey: An annual analysis of outcomes through the TOMS system indicated that the clients being served by FPHSA clinics are satisfied with the services provided with 92% reporting that they would continue to use these services even if they had the option to go somewhere else.
5. Statewide Developmental Disabilities Services Improvements: Mr. Kramer and Janise Monetta, Developmental Disabilities Director, attended a meeting at the Louisiana Department of Health (LDH) earlier in the month to participate in a discussion about statewide developmental disabilities services in order to offer suggestions on how to improve availability and outcomes for individuals with developmental disabilities. The meeting was called in response to House Resolution 211 which urged LDH to convene a Disability Services Sustainability Committee. It is expected that further meetings will occur with discussions from providers, consumers, and advocates to recommend changes to the Department and CMS as appropriate.
6. Substance Use Treatment in Washington Parish: Representative Malinda White and Senator Beth Mizell convened a meeting in Bogalusa to discuss treatment options for substance abuse in their district, which has been particularly hard hit by the opioid epidemic. Mr. Kramer attended the meeting with FPHSA's behavioral health leadership to offer support and expertise in addressing this issue. The agency is continuing to work with Rep. White to facilitate a discussion with private providers and the local hospital administration to determine whether it would be possible to have some type of collaboration that might make the opening of a detox or residential program.

7. **State Targeted Response to the Opioid Crisis:** Also related to the opioid epidemic, the peer support specialist paid for as part of the State Targeted Response grant has been hired and the other position funded by the grant to provide outreach and linking opioid treatment with other providers is expected to be offered next week. Mr. Kramer and several executive team members met with Ochsner Health System Representatives to ensure that they were aware of the services that were available through our clinics and to streamline referral processes to ensure they are able to access our resources when needed as they have reported that they have few options for treating this population. As Ochsner is the single largest health care entity in our catchment area, it is critical that we work with them to combat this problem.
8. **Employee Forum:** On October 11th, FPHSA held its first virtual employee forum. The forum was broadcast live across all of the sites so that all employees could participate. The intent of the forum was to be able to have all staff of the agency together in one meeting to be able to communicate upcoming changes and exciting developments as well as to give staff a chance to ask questions that might be shared by others across the agency. Communication across our scattered sites can be a challenge and ensuring that the employees at one location get the same message as employees at another is critical to the success of our mission and ensuring that those that we serve get the best treatment. It is intended that these quarterly meetings will facilitate better communication and improve morale by fostering an environment of inclusion.
9. **Employee of the Month:** Mr. Kramer was excited to announce that next week FPHSA will announce its first employee of the month, as selected by the Executive Management Team at their last meeting, at the Mandeville Behavioral Health Clinic. It was heartening, though not surprising, to read the comments from coworkers on the nomination forms received. It is clear that FPHSA is an organization filled with many stellar employees that go above and beyond every day to ensure that the individuals we serve get the care they need to live healthy and successful lives. It will be a pleasure to be able to present this award with the hope that this process will remind everyone across the agency to take note of the valuable contribution of each other while working together to fulfill our mission.

Mr. Cressy made a motion to accept the Executive Director's Report as presented; seconded by Ms. Falconer.

The motion passed unanimously.

Financial Report- October 2017:

Ms. Sibley presented the Financial Report for October 2017 as follows:

Fiscal Year 2017 (July 1, 2016 – June 30, 2017)

FPHSA's books for FY2017 officially closed with a surplus and funds being transferred into escrow. The final report was disseminated to the board.

Fiscal Year 2018 (July 1, 2017- June 30, 2018)

FPHSA's current FY18 first budget analysis (as of September 30th) shows a projected deficit with additional funds being transferred into escrow. A report was disseminated to the board. This may fluctuate early in the fiscal year until a better baseline is established for projecting future revenue and expenditures. Fiscal will continue to monitor revenues and expenditures closely.

Dr. Metcalf made a motion supporting that the agency continue to move forward with the current priorities/spending strategies even with the current projected deficit with the potential of having to use escrow funds at the end of the fiscal year; seconded by Mr. Cressy.

The motion passed unanimously.

Fiscal Year 2019 (July 1, 2018- June 30, 2019)

FPHSA submitted its FY 2019 draft budget request to Louisiana Department of Health (LDH) earlier this month. FPHSA is now beginning to work on the required "Standstill Budget Request" that is a new requirement this year.

Ms. Pellichino made a motion to accept the Financial Report; seconded by Dr. Metcalf.

The motion passed unanimously.

Strategic Planning/Board Orientation

The goal is to schedule the strategic planning meeting at the first of next year.

Board Member Terms

Ms. Falconer indicated that Ms. Keys' and Ms. Falconer's board member terms expire at the end of the year and both members are eligible for a second term. Ms. Soley indicated that Ms. Keys expressed a desire to serve a consecutive term. Ms. Falconer indicated that while serving on the board has been a fantastic experience, she preferred to rotate off and not serve a consecutive term given her current priorities and obligations.

Mr. Kramer reiterated the board's compensation requirements as outlined in Act No. 73, Senate Bill 58, Regular session 2017. The board members had an opportunity to review the enumerated requirements and select the field(s) that applied to their background, education, expertise, and/or involvement, etc. He reminded the board that as members rotate off effective January 1, 2018, FPHSA will be required to fill the vacancy with any of the lacking enumerated criteria requirements as outlined in Act No. 73.

Mr. Kramer will be reviewing the criteria for each member and determining the qualifications needed to fill Ms. Falconer's term to ensure compliance with Act No. 73 and sharing the requirement(s) with the governing authority of that parish for consideration when appointing a new member.

Officer Terms

Ms. Stafford indicated that the officer terms for Chair and Vice Chair will expire at the end of the year. Ms. Stafford called for nominations from the floor. Ms. Stafford offered to continue to Chair if no other nominations were submitted.

Mr. Cressy made a motion nominating Ms. Stafford to be reappointed as Board Chair for 2018; seconded by Ms. Pellichino.

The motion passed unanimously.

Ms. Stafford requested that Ms. Soley reach out to Ms. Keys to determine if she would like to serve a consecutive term as Vice Chair. Dr. Metcalf also offered to serve if Ms. Keys declined.

Executive Session

Mr. Kramer indicated that per FPHSA Board policy, an evaluation of the Executive Director must be conducted no later than November 30th of each year. Mr. Kramer indicated that he was prepared to present his self-assessment.

At 10:40 a.m., Ms. Falconer made a motion to move into executive session to discuss the Executive Director's performance; seconded by Dr. Metcalf.

The motion passed unanimously.

At 10:50 a.m., Mr. Cressy made a motion to reconvene into regular session; seconded by Dr. Metcalf.

The motion passed unanimously.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board will be a combined meeting for November and December and is scheduled on Friday, December 8, 2017, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

Adjournment

Ms. Soileau made a motion to adjourn the meeting; seconded by Dr. Metcalf.

The motion passed unanimously.

The meeting was adjourned.

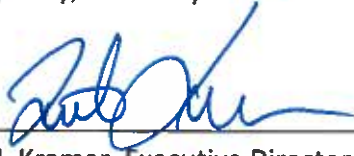
Respectfully Submitted,



Rebecca Soley, Secretary

01/26/18

Date



Richard J. Kramer, Executive Director

1-26-18

Date



Carol Stafford, Board Chair

1/26/18

Date